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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | PCC-LAB/ JD-002 | | | |
| Designation: | Deputy Manger Lab | | | |
| Location: | Pakistan coating chemicals Pvt. Ltd. Unit 2, 338A Sundar Industrial Estate Lahore | | | |
| Grade/Level: | 08 | | | |
| Reports to: | General Manager | | | |
| Department: | Lab | | | |
| Prepared/ Revised: | 1st Jan, 2020 | | | |
| **2. JOB PURPOSE:** | | | | |
| The position is responsible for the various tasks involved in the overall operation of the new product development, sample evaluation and customer complaint handling | | | | |
| **3.JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| Development of new customized grades in existing series | | Validation of Production Lead/Cycle and Publishing info. | | Providing the best material for the production of items.  Ensure the availability of standardized and calibrated measuring equipment |
| **Develop new produced series based on market demand** | | Market competitive products developed | | Follow market surveys/trends and develop against proper benchmarks |
| **RM forecasting and requirement generation** | | Requirement generated on time | | Follow RM consumption trends and have vision of future business/forecast |
| **Customer complain handling** | | Customer satisfaction | | Proper co ordination with sales and technical team |
| **Implementation of SAP, SCP & SOP’s.** | | Compliance with prescribed standards. | | Regular Follow up of implementation of the standards. |
| Participation in IMS  ISO 45001  ISO 9001  ISO 14001 | | No. of people getting effected on workplace.  No. of injuries and unexpected events happened on floor.  Evaluate the implementation of 5s.  No. of customer complaints about the product.  Inspection of the system for disposal of wastage.  Environmental conditions of workplace. | | Machines or chemicals should be of good quality.  Ensure the availability of uniform and masks and other preventive items.  Provide a good team of housekeepers.  Providing a good working environment for continuous improvement.  Ensure Provision of required stuff necessary for safe disposal of savage material. |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** BSc Chemical/Polymer Engineering  **Required/Preferred Experience Required:** 2-3 years experience | | |
| **5. JOB CONTEXT:** | | |
| **Nature of business:** Colors & Chemicals Mfg  **Timings:** Morning shift  **Travel Requirement:** 05% | | |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** | | |
| **Internal Relations:** with production, purchase, store, sales, SAP and ISO teams  **External Relations:** customers as when required | | |
| **7. DECISION MAKING AUTHORITY:** | | |
| * 50% in product approval or as instructed by management to take decision | | |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
| •Technical  •Analytical  •Computer and interpersonal | | |
| **Company Mission & Vision Statement :** | | |
| * To offer the manufacturing products and solutions based by applying international standards and best practices of innovation, cost effectiveness and customized products with commitment and dedication on quality, safety, productivity, customer satisfaction and environmental responsibility * To grow globally as the top most leading colors & chemicals associated products manufacturers and scientific solution providers for Pakistan industry keeping innovation as priority & maximum contribution to society. | | |
| **9. APPROVALS:** | | |
| **Head of Department** | **Head**  **HR & OD Department** | **Chief Executive Officer** |
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