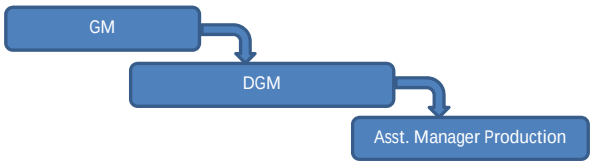
JOB DESCRIPTION

Position	Asst. Manager Production (Shift Incharge)
Reporting To	DGM/Manager Production
Job Purpose	To ensure end to end support on time production of required quality
Qualification Required	B.Sc - Chemistry
Experience Required	2-3 Years
Key Objectives / Tasks / Responsibilities	**Performance Indicators/ Outcomes/Activities**
Supervise production Activity	Responsible for trouble free production of quality.
	Taking charge of shift from previous shift remarks.
	Manpower controlling for production
	Quality check at all stages of processing.
	To monitor and achieve optimum machine output.
	Issuing raw material only in exceptional cases with correct documentation
	To check all machines and equip including utilities for smooth functioning for its proper working
	Ensure proper quality of product before packaging
	Keeping notes in shift report in case of any issues/ problem.

Behavioral Competencies	Technical Competencies
Interpersonal Skill	Knowledge of Polymer, Paints & Plastic
Problem Solving	Technical Knowledge
Communication Skill	Product Knowledge
Team Management	Knowledge of production Process
Analytical Skill	Factory safety rules and regulations
	Knowledge of Equipment and machinery

Reporting Structure



Accountability	Authority
Shift Report	Issuing Raw material for production (In case of urgency)
Optimum quality production.	Using Spare parts (In case of urgency)
Shift smooth working	

Date Effective:		**Sign**	
Prepared by:	HR	**Sign**	
Approval by:		**Sign**	
Accepted by:		**Sign**	

The above statements are intended to describe the general nature and level of work performed by the associates assigned to this job classification. They are not intended to be an exhaustive list of all duties performed.