

**PACKAGES
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BU-FC**

Document type
Job Description

Title
Assistant Manager CC

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Manager, Cutting
& Creasing

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Job Identification

Position: Production Engineer
Location: Cutting & Creasing Department

Key Organizational Relationship

Accountable To : Manager, Production Manager & Business Unit Manager, Carton Line

Basic Functions

To ensure effective implementation of the instructions given by Manager, Production Manager and Business Unit Manager, Carton Line.

Duties and Responsibilities

1. To study and analyze daily production, downtimes, efficiency and performance of machines.
2. To keep an eye on quality of the products being processed in the Department.
3. To ensure implementation of all instructions given by the Manager, Production Manager and Business Unit Manager.
4. To ensure proper Housekeeping in the Department.
5. To ensure implementation of safe practices in the Department
6. To ensure implementation of maintenance plans of the machine in the Department.
7. To work for continuous improvement and innovations in the Department.
8. To update himself with latest technologies and methods for improvement of process and productivity.

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9. To coordinate different quality circles working in the Department.
10. To train and guide the machine and maintenance crew about quality, productivity and safety.
11. Have the working knowledge of machines installed in the Department.
12. Special projects from time to time.
13. Report all the near misses, incidents, accidents to IP Department.
14. Ensure proper usage of PPE's at machine floor.
15. Ensure safety at machine floor.

Qualification

- BSc. Mechanical Engineering

