

PACKAGES CONVERTORS LIMITED BU-FC	Document type Job Description
	Title Assistant Manager, Folding Gluing & Cup Making Department

Prepared by Production Manager	Approved by <i>[Signature]</i> BUM FC	PAGE 1(1)	REV 3	DATE 01.07.2024	DOC NO. JD/FGCUPMAK/BUC/01
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Job Identification

Position: Assistant Manager
Location: Folding Gluing & Cup Making Department

Key Organizational Relationship

Accountable To : Production Manager, Business Unit Carton
Directly Supervises : Executives, Supervisors & Workers in the Department

Basic Functions

Responsible for effective and efficient administration of resources (men & material) for achieving the production targets keeping in view the quality standards set by the company.

Duties and Responsibilities

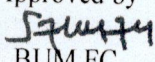
1. Responsible for effective and smooth running of the Department covering all Technical and Administrative activities.
2. Responsible for effective utilization of available resources i.e. Equipment, Material, Manpower etc.
3. Ensure proper Housekeeping in the Department.
4. Ensure optimal quality production with minimum waste and downtime.
5. Ensure smooth running of the Department with minimum possible stock level.
6. Set physical targets (for productivity etc) with Shift Incharges and Supervisors. Shift Incharge shall help and guide them to achieve these targets.

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7. Ensures proper planning and execution of preventive maintenance program of all machines.
8. Ensure effective coordination with different Departments.
9. Provide necessary training and opportunities to improve Technical and Administrative

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- skills of the staff.
10. Responsible for overall cost reduction in the Department.
 11. Ensure proper safety measures both for equipment and personnel.
 12. Responsible for timely updating, modification & replacement of the machinery and equipment in consultation with Production Manager.
 13. Help and guides the staff in day-to-day problems.
 14. Responsible for develop his Assistant to work on his behalf when needed.
 15. Help & guide the staff to solve day to day problems.
 16. Ensure proper training of the staff regarding safety hazards.
 17. Conduct the development trials for low cost and improve productivity.
 18. Ensure compliance to Safety Procedures & Work Instructions.
 19. Report all the near misses incidents, accidents to I.P. Department.
 20. Ensure proper usage of PPE's and machine floor.
 21. Suggest new development innovation & modernization to enhance Department efficiency.
 22. Ensure proper SOP regarding Food Products as per HACCP Standards.
 23. Ensure for proper implementation of Health, Environment and Safety policy in his Department
 24. Ensure proper implementation of ISO 9001 / ISO 14000 in his area.
 25. **Handle and respond to the complaints raised by customers.**

Limits of Authorities

1. Approve Leave Applications of all employees directly reporting to him.
2. Sanction/refuse Leave of all workers/non management staff working in the Department on recommendation by respective Shift Incharges.
3. Initiate disciplinary actions against workers/non management staff working in the Department.
4. Recommend Promotions/Increments for all staff directly reporting to him.
5. Issue warning/advisory note to all workers/non management staff working in the Department.

Qualification

Atleast Diploma in Mechanical / Graduation in Engineering

