

**PACKAGES  
CONVERTORS  
LIMITED  
BU-FC**

Document  
Job Description

Title  
Assistant Manager, Offset Printing

Prepared by Production Manager	Approved by <i>[Signature]</i> BUM	PAGE 1(1)	REV 3	DATE 02.02.2021	DOC NO. JD/Offset/BUC/02
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Job Identification:

Position : Assistant Manager  
Location : Offset Department

Key Organizational Relationship

Accountable To : Manager, Offset

Basic Functions

To ensure effective implementation of the instructions given by Manager, Offset.

Qualification

B.Sc. Mechanical Engineering

Duties and Responsibilities

1. Study and analyze daily production, downtimes, efficiency and performance of machines.
2. Keep and eye on quality of the products being processed in the department.
3. Ensure implementation of all instructions given by the Manager offset
4. Ensure proper housekeeping in the department.
5. Ensure implementation of safe practices in the Department.
6. Ensure implementation of maintenance plans of the machine in the Department.
7. Work for continuous improvement and innovations in the Department.
8. Update him with latest technologies and methods for improvement of process and productivity.



9. Coordinate different quality circles working in the Department.
10. 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.

