

**PACKAGES
CONVERTORS
LIMITED
BU-FC**

Document type
Job Description

Title
Assistant Manager Poly Lamination

Prepared by PM	Approved by BUM FC	PAGE 1(1)	REV 3	DATE 01.07.2024	DOC NO. JDPOLYLAM/BUFC/01
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Job Identification

Position : Assistant Manager

Location : Poly Lamination & Paper and Board Stores.

Key Organizational Relationship

Accountable To : Production Manager BU-FC

Basic Functions

Ensure effective implementation of the instructions given by Production Manager

Duties & Responsibilities:

1. To enhance machine efficiency and productivity
2. To reduce process waste and setting waste
3. To ensure safe working environment and behavior based safety.
4. To ensure compliance to Safety Procedures & Work Instructions.
5. To achieve safety targets of the business unit
6. To deliver quality products to the customer
7. To eliminate customer complaints generated from poly lamination operations
8. To ensure implementation of maintenance plans of the machine in the department.
9. To work for continuous improvement and innovations in the department.
10. Ensure proper SOP regarding food products as per **FSSC 22000** Standards.
11. To implement and sustain Integrated Management Systems (IMS), **Food safety system FSSC 22000 and Quality Management system QMS** in the department
12. To implement TPM Pillars in the department
13. To restore machine to the original position through TPM

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14.
15. To ensure connectivity of production supplies and reduction in downtimes.

Limits of Authorities:

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

QUALIFICATION GUIDES:

EDUCATIONAL:

ACADEMIC:

Graduate

PROFESSIONAL:

DAE / B Sc. Engineer

