

PACKAGES CONVERTORS LIMITED	Document type: Job Description
	Title: Assistant Product Development Manager

Prepared by Safdar Hussain <i>Safdar Hussain</i>	Approved by Salman Rehman <i>Salman Rehman</i>	PAGE 1(1)	REV 03	DATE 01.07.2024	DOC NO. JD/APDM/BUC/02
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1.0	POSITION TITLE
Assistant Product Development Manager	

2.0	LOCATION
Business Unit Carton Line	

3.0	ACCOUNTABLE TO
Business Unit Manager, Carton Line	

4.0	DIRECT SUPERVISION
Business Unit Manager, Carton Line	

5.0	BASIC FUNCTION
MBA / Graduate Engineer	

6.0	DUTIES AND RESPONSIBILITIES
6.1	Liaison with Sales for development activities.
6.2	Ensure blank sample preparation within agreed time.
6.3	Update Sales about blank sample status.
6.4	Provide costing for special job / requirements.
6.5	Coordinate internal department activities.
6.6	Search for new substrate.
6.7	Update with new technologies / innovations.
6.8	Visit Customers on regular basis alongwith Sales Team.
6.9	Provide technical support / help to Sales / Customers.
6.10	Coordinate in preparing the Technical Specification of a product.
6.11	Maintaining the update of Development Projects.

