

<b>PACKAGES CONVERTORS LIMITED BU-FC</b>	Document type Job Description
	Title Shift Incharge / Supervisor Cutting & Creasing Department

Prepared by AM CC	Approved by <i>[Signature]</i> BUM FC	PAGE 1(1)	REV 2	DATE 01.07.2024	DOC NO. JD/CC/BUC/02
----------------------	---	--------------	----------	--------------------	-------------------------

Reviewed on (Date):  Reviewed by:	Reviewed on (Date):  Reviewed by:	Reviewed on (Date):  Reviewed by:	Reviewed on (Date):  Reviewed by:
Approved on (Date):  Approved by:	Approved on (Date):  Approved by:	Approved on (Date):  Approved by:	Approved on (Date):  Approved by:

### **Job Identification**

Position : Production Supervisor  
Location : Cutting & Creasing Department

### **Key Organizational Relationship**

Accountable to: Incharge Cutting & Creasing Department

### **Basic Functions**

To ensure effective implementation of the instructions given by Incharge Cutting & Creasing.

### **Duties and Responsibilities**

1. Assist the Machine Operator to distribute available manpower to the machines according to priority instructed by in-charge.
2. Operate the machine effectively in the absence of Lead Operator.
3. Responsible for quality and quantity of the Production.
4. Ensures effective operation of the machine in his shift.
5. Assist the Machine Operator in resolving technical issue on machine.
6. Monitor the quantity and quality of the input and output material for smooth running of the machine.
7. Ensure that discipline is being observed throughout the shift particularly during shift changeover.

**PACKAGES  
CONVERTORS  
LIMITED  
BU-FC**

Document type  
Job Description

Title  
Shift Incharge / Supervisor Cutting & Creasing  
Department

Prepared by	Approved by	PAGE	REV	DATE	DOC NO.
AM CC	<i>[Signature]</i> BUM FC	2(2)	2	01.07.2024	JD/CC/BUC/02

- 8.
9. Enforces proper housekeeping in the shifts.
10. Assist in arranging manpower for overtime when required.
11. Discusses the targets with the Machine operators/Operators and help them achieving these targets.
12. Continuously efforts to improve his shifts efficiency by increasing shifts production with optimum machine speed and better quality and minimum setup time & waste.
13. Ensure the Entry of quality records.
14. Ensure timely transfer of finished goods & feed stock in SAP according to dispatch plan.
15. Responsible for keeping the records of ISO-9001 and HACCP properly.
16. Responsible for implementing the HACCP activities in his area.
17. Responsible for doing the SAP activities regarding the finished goods & raw material.
18. Ensure proper implementation of EHS policy in his area.

