

PACKAGES CONVERTORS LIMITED		Document type: JOB DESCRIPTION			
		Title: Manager Prepress, Development & Innovation			
Prepared by Safdar Hussain <i>Safdar Hussain</i>	Approved by Salman Rehman <i>Salman Rehman</i>	PAGE 01(02)	REV 01	DATE 01.07.2024	DOC NO. JDART/BUFC/01

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

JOB DESCRIPTION

POSITION: Manager Prepress, Development & Innovation

LOCATION: ART & PREPRESS DEPARTMENT

KEY ORGANIZATIONAL RELATIONSHIP:

ACCOUNTABLE TO: BUFC

BASIC FUNCTION:

Responsible for efficient and effective administration of all available resources.

Responsible to achieve the Departmental goals/Targets and ensuring AQL as set by the company.

Duties and Responsibilities:

1. Plan, assign, and review the daily work of staff and junior executive.
2. Implement and interpret the daily plan of art department / Offset proof press
3. Participate in joint planning meetings with other production planning.
4. Act as a liaison and provide staff support to complete the required tasks.
5. Confer with sales, production heads and others regarding planning & development issues.
6. Interpret Planning procedures and policies to staff
7. Assist in preparing departmental goals, objectives, work standards and annual budget.
8. Provide technical assistance to Art, Reproduction, and other departments.

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9. Monitor developments related to planning and pre press production matters, evaluate their impact upon operations and recommend procedural changes.
10. Establish and maintain effective working relationships with those contacted in the course of the work
11. Provide necessary opportunities and training for improving the technical and administrative skills of the staff.

LIMIT OF AUTHORITY;

Administrative:

Can sanction / refuse leave of all workers / non management staff working in the Art, Prepress & Development Departments

Can initiate disciplinary action against workers / non management staff working in Art, Prepress & Development Department

Financial authorities:

Traveling allowance, Medical Bills, C.leaves, and annual leaves. Courier, TA, DA, Misc Bills,

QUALIFICATION:

Academic /Professional: Master in Fine Arts. Any higher qualification is preferable

WORK EXPERIENCE / TRAINING

1. Ten years relevant work experience.
2. Quality assurance and quality management practices and standards.
3. Quality system documentations
4. General Manangement courses.

