

PACKAGES CONVERTORS LIMITED BU-FC	Document type Job Description
	Title Manager, Printing

Prepared by Production Manger	Approved by <i>[Signature]</i> BUM	PAGE 1(1)	REV 3	DATE 02.02.2021	DOC NO. JD/PRINT/BUFC/01
----------------------------------	--	--------------	----------	--------------------	-----------------------------

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 : Manager, Printing (Rotoline)
Location : Lemanic Department

Key Organizational Relationship

Accountable To : Production Manager, Business Unit Carton
Directly Supervises : Executives, Supervisors & Workers in the Department

Basic Functions

Responsible for affective and efficient administration of resources (men & material) for achieving the production targets keeping in view the quality standards set by the company.

Duties and Responsibilities

1. Responsible for smooth running of the Department covering all technical and administrative activities.
2. Responsible for effective utilization of available resources i.e. equipment material, manpower etc.
3. Ensure proper housekeeping in the Department.
4. Ensure optimal quality production with minimal waste and downtime.
5. Ensure smooth running of the Department with minimum possible stock level.
6. Set targets with Production Engineer and Operators. Production Engineer shall help and guide them to achieve these targets.

PACKAGES CONVERTORS LIMITED BU-FC		Document type Job Description			
		Title Manager, Printing			
Prepared by Production Manger	Approved by <i>[Signature]</i> BUM	PAGE 2(1)	REV 3	DATE 02.02.2021	DOC NO. JD/PRINT/BUFC/01

7. Ensure proper planning and execution of preventive maintenance program of all machines.
8. Ensure effective coordination with other Departments.
9. Provide necessary training and opportunities to improve technical and administrative skills of the staff.
10. Responsible for overall cost reduction in the Department.
11. Ensure proper safety measure both for equipment and staff.
12. Responsible for timely updating, modifying & replacement of the machinery and equipment with consultation with Production Manager.
13. Help and guides the staff in day-to-day problems.
14. Ensure proper training of the staff regarding safety hazards.
15. Responsible for develop his Assistant to work on his behalf when needed.
16. Report all the near misses, incidents, accidents to IP Department.
17. Ensure proper usage of PPE's at machine floor.
18. To play the lead role in the implementation of TPM at Departmental level.
19. Key coordination in the HACCP, BEST and ISO activities.
20. **Handle and respond to the complaints raised by customers.**

Limits of Authorities

Administrative

1. Approve leave applications of all employees directly reporting to him.
2. Sanction/refuse leave of all worker/non management staff working in the Department on recommendation by respective Operator/Team Leader.
3. Initiate disciplinary actions against worker/non management staff working in the Department.
4. Recommend promotions/ increments for all staff directly reporting to him.

PACKAGES CONVERTORS LIMITED BU-FC	Document type Job Description	
	Title Manager, Printing	

Prepared by	Approved by	PAGE	REV	DATE	DOC NO.
Production Manger	<i>[Signature]</i> BUM	3(1)	3	02.02.2021	JD/PRINT/BUFC/01

5. Issue warning/advisory note to all workers/non management staff working in the Department.

Qualification

Graduation in Mechanical Engineering

