

# PACKAGES CONVERTORS LIMITED

Document type: Job Description

Title: Manager Product Development & Quality

Prepared by  
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Approved by  
Salman  
Rehman

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1.0	POSITION TITLE : Manager Product Development & Quality
2.0	LOCATION: Business Unit Carton Line
3.0	ACCOUNTABLE TO: Business Unit Manager, BU-FC
4.0	DIRECT SUPERVISION: QA & R&D and SHEQ BU-FC

6.0	<b>DUTIES AND RESPONSIBILITIES</b>
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- 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.
- 6.12 Leading the quality improvement team initiated by key Customer
- 6.13 Ensure timely and accurate test reports and feed back to production for continual improvements
- 6.14 Participating in quality initiatives taken by production
- 6.15 Ensure accuracy of test equipments through timely calibration and take decision regarding any deviation(non-conformance )of testing in QA BUFC Lab
- 6.16 Evaluate new suppliers for existing and new raw materials.

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- 6.17 Communication and coordination between company QMS coordinator and higher management, so that all personnel are always updated about ISO 9001 changes.
- 6.18 Manage and help to conduct required trainings in BU regarding ISO 9001
- 6.19 Help to maintain, implement and continually improve ISO 9001 system and related functional system of the organization such as complaint management system and corrective/preventive actions system
- 6.20 Manage to help and conduct QMS/LMS/IMS internal and external Audits
- 6.21 Ensure availability of equipment, standard references and accessories whenever required for the testing activities in QA BUFC lab
- 6.22 Perform statistical analysis of data whenever required
- 6.23 Manage the resources for best utilization and also manage the present and future personnel requirements as and when required

#### 7.0 Limits of Authorities:

##### 7.1 Administrative:

- 7.1.1 Recommendations of increments and promotions of BUFC QA/R&D/SHEQ staff.
- 7.1.2 Requirements of required personnel with coordination of IR and DRD
- 7.1.3 Signing/issuing of purchase requisition, approval of leaves, loan applications and other routine matters related to BUFC QA/R&D/SHEQ.

##### 7.2 Financial

- 7.2.1 Ordering of new equipments as and when required with consultation of BUM-FC
- 7.2.2 Approve the travelling allowances(local & Foreign) of the staff
- 7.2.3 As authorized by the management

#### 8.0 Qualification Guides/

- 8.1 Professional
- 8.2 Bachelor in any discipline of Engineering
- 8.3 Work experience/training
- 8.4 Courses on QMS & LMS from recognized institute will be added qualification