

<b>PACKAGES CONVERTORS LIMITED</b>	Document type: Job Description
	Title: Manager Product Development & Quality

Prepared by Safdar Hussain <i>Safdar Hussain</i>	Approved by Salman Rehman <i>Salman Rehman</i>	PAGE 1(2)	REV 03	DATE 01.07.2024	DOC NO. JD/MPDQ/BUC/01
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Approved by:	Approved by:	Approved by:	Approved by:

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

<b>6.0</b>	<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.

*Safdar Hussain*

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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