

PACKAGES CONVERTORS LIMITED BU-FC	Document type Job Description
	Title Operator Poly Lamination Department

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Job Identification

Position: Machine Operator
Location: Poly Lamination Department

Key Organizational Relationship

Accountable To: Assist Manager Poly Lamination
Directly Supervises: Assistant Operators and Helpers

Basic Functions:

1. Responsible for Implementation of the instructions given by Assist Manager of Poly Lamination department
2. To operate the machine properly and produce standard quality products.

Duties and Responsibilities:

1. Take over the charge from previous machine operator.
2. Check the quality of the previous shift and take care of the noted defects.
3. Responsible for the quality and quantity of the production.

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4. Ensures effective operation of the machine in the shift
5. Give approval of the new job set on the machine.
6. Help assist Operator and Helper in the machine running
7. Rectify the problems arising during the shift on the machine with the help of maintenance Supervisor/Machine crew.
- 8- Monitors the quality and quantity of the input and out put material for smooth Running of the Machine.
- 9- Ensures that discipline is being observed throughout the shift on the machine.
- 10- Enforce proper house keeping in the shift all around the related department.
- 11- Continuously efforts for improve the shift efficiency by increasing shift production with Optimum machine speed and better quality and minimum set up time and waste.
- 12- Discuss the targets with the machine crew and try to achieve these targets.
- 13- Responsible to train the Assistant operator to take over as an operator when needed.
- 14- Responsible to implement the TPM and EHS activities in department as per plan.
- 15- Responsible to implement the safety rules in his shift.

QUALIFICATION GUIDES:

EDUCATIONAL:

ACADEMIC:

Metric / DAE

EXPERIENCE:

TRAINING:

Three month training in relevant field.

