

PACKAGES CONVERTORS LIMITED BU-FC	Document type Job Description
	Title Operator / Team Leader, Lemanic Department

Prepared by Incharge Lemanic	Approved by <i>[Signature]</i> BUM FC	PAGE 1(2)	REV 3	DATE 01.07.2024	DOC NO. JD/Lemanic/BUC/03
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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 Identification

Position: Operator / Team Leader
Location: Lemanic Department

Key Organizational Relationship

Accountable To: Incharge, Lemanic Department

Duties and Responsibilities

- To ensure the running of the machine at optimum speed and producing defect free material and to meet the required targets of efficiency, performance and waste.
- Optimum use of the resources and input provided to produce the final product.
- To assign the job to his subordinates and to their necessary training when required.
- To assure the proper filling of the production report, downtime report, and production card, pile cards, ink issuance report, reel stand report and other related reports.
- Responsible for the delivery of 100% non defective material by checking each pallet with assistant operator
- Final checking of the setting parameters enlisted in the job setting checklist.
- To approve the printing, cutting, creasing and embossing quality after job setting.

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- Feed back to production engineer regarding the quality related issues and machine mismanagement.
- Responsible for the shift staff management and the contract labor also.
- To ensure the proper house keeping, cleaning, maintenance of the machine, part of quality improvement teams, trouble shooting, carrying out short projects and safety assurance.
- Part of the TPM implementation teams and to play an effective role in HACCP and BEST also.
- To take new projects on machine and report improvements.
- To ensure proper house keeping and safe practices on the production floor.

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BUSINESS UNIT FOLDING CARTON (BUFC)