

<b>PACKAGES CONVERTORS LIMITED</b> BU-FC	Document type
	Job Description
	Title Production Manager

Prepared by <b>Production Manager</b>	Approved by <i>[Signature]</i> <b>BUM</b>	PAGE 1(1)	REV 3	DATE <b>02./02/2021</b>	DOC NO. <b>JD/PM/BUC/01</b>
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Approved on (Date):  Approved by:	Approved on (Date):  Approved by:	Approved on (Date):  Approved by:	Approved on (Date):  Approved by:

**1.0 POSITION TITLE**  
Production Manager

**2.0 LOCATION**  
Business Unit Carton Line

**3.0 ACCOUNTABLE TO**  
Business Unit Manager Carton Line

**4.0 DIRECT SUPERVISION**  
Production (Offset Line, Rotoline & Maintenance)

**5.0 BASIC FUNCTION**  
Responsible for productivity & quality in Business Unit. Effective functioning of Production.

**6.0 DUTIES AND RESPONSIBILITIES**

- 6.1 Manage the resources for the best utilization of Business Unit i.e. maximize machine running, produce acceptable quality and minimize waste.
- 6.2 Interact with Commercial Department to ensure availability of materials at acceptable cost. Work towards reducing the cost of raw materials by negotiating with suppliers through Commercial Department and developing alternate sources.



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- 6.3 Manage and implement the new resources/replacement plans for personnel and equipments according to the existing and future Packaging g requirement.
- 6.4 Manage the present and future personnel requirements as and when required by Departmental Incharges.
- 6.5 Manage and evaluate the progress of the Management Staff and their training requirement.
- 6.6 Communicate and delegate duties and responsibilities to the Production.
- 6.7 Manage the inventory of spares in consultation with Departmental Incharges and keep them at minimum
- 6.8 level ensuring the smooth running of departments.

<b>7.0</b>	<b>LIMITS OF AUTHORITY</b>
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**7.1 ADMINISTRATIVE**

- 7.1.1 Recommends the increments and promotion of the Production personnel to Business Unit Manager – Carton Line.
- 7.1.2 Sanction leaves of the Department Incharges.
- 7.1.3 Recruit the required personnel with the coordination of HRM and IRM.
- 7.1.4 Manages visits (Local & Foreign) of Business Unit staff.

<b>8.0</b>	<b>QUALIFICATION</b>
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**EDUCATIONAL**

8.1.1 ACADEMIC B.Sc (Mechanical)

**EXPERIENCE**

8.2.1 PROFESSIONAL 10 years

**8.2.2 TRAINING**

- Management Development Courses
- Production Management and Quality Control Courses
- Human Resource Management Courses
- D.B.M.
- Foreign Training in the relevant field



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