

**PACKAGES  
CONVERTORS  
LIMITED  
BU-FC**

Document type  
Job Description

Title  
Shift Incharge / Supervisor Folding Gluing & Cup  
Making Department

Prepared by  
AM FG & Cup  
Making

Approved by  
*[Signature]*  
BUM FC

PAGE  
1(1)

REV  
3

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**Job Identification**

Position: Shift Incharge / Supervisor Folding Gluing & Cup Making

Location: Folding Gluing & Cup Making Department

**Key Organizational Relationship**

Accountable To: Incharge Folding Gluing & Cup Making

**Basic Functions**

To ensure effective implementation of the instructions given by Incharge, Folding Gluing & Cup Making Department.

**Duties and Responsibilities**

1. Take over the charge from previous Shift Incharge.
2. Organize available manpower to the machines according to priority instructed by Incharge / Planning Department.
3. Responsible for quality and quantity of the production.
4. Ensure effective operation of the machines in his shift.
5. Give approval of the new jobs set on the machine.
6. Help Operators in rectifying the problems arising during the shift.
7. Monitor the quantity and quality of the input and output material for smooth running of the machine.
8. Ensure that discipline is being observed throughout the shift particularly during shift changeover.

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PAGE  
2(1)

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9. Enforce proper Housekeeping in the shifts.
10. Carry out special instructions given by Incharge / Planning Department.
11. Arrange manpower for overtime when required.
12. Discuss the targets with the Operators and help them achieving these targets.
13. Continuously effort to improve his shift's efficiency by increasing shift's production with optimum machine speed and better quality and minimum setup time & waste.
14. Ensure timely dispatches of finished goods according to the dispatch plan or according to their requirements.
15. Ensure timely packing and dispatching of finished goods in his areas.
16. Ensure proper implementation of EHS policy in his areas.
17. Responsible for keeping the required records of ISO-9001 and HACCP properly.
18. Responsible for implementing the HACCP activities in his areas.
19. Responsible for doing the SAP activities regarding the finished goods and raw materials.

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