

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

Prepared by AM Poly	Approved by BUM FC	PAGE 1(1)	REV 2	DATE 01.07.2024	DOC NO. JD/POLYLAM/BUFC/03
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Job Identification:

Position: Supervisor – POLY LAMINATION

Location: Poly Lamination Department

Key Organizational Relationship:

1. Accountable To: **Manager Planning Poly Lamination Paper & Board stores**

Basic Functions:

To ensure effective implementation of the instructions given by Assist Manager Poly Lamination department.

Duties and Responsibilities:

1. To takes over the charge from previous team leader(shift operator)
2. To distribute available manpower to the machine according to priority and as per plan delivered by planning department.
3. Responsible for quality and quantity of the production during the shift.
4. To give approval of the new job/s set on the machine.

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 6. To help Assist Operator in rectifying the problems arising during the shift.
 7. To monitor the quantity and quality of the input and output material for smooth running of the machine.
 8. To ensure that discipline is being observed throughout the shift.
 9. Enforces proper housekeeping in the shift.
 10. To carry out special instructions given by Assist Manager Poly Lamination Paper & Board stores.
 11. To arrange manpower for overtime when required.
 12. To discuss the targets with other two shift operators and help them achieving these targets.
 13. Continuously efforts to improve his shift's efficiency by increasing shift's production with optimum machine speed and better quality and minimum setup time & waste.
 14. To ensure the proper implementation of TPM activities in department.
 15. Preparation for Monthly stock taking of Poly Lamination department.
 16. Issuance of raw material on jobs processed by poly lamination.(SAP activities)
 17. **Preparation of Job wise monthly waste report.**
 18. **Preparation for internal and external audits held in different times and by different parties.**
 19. **To ensure the implementation of cleaning check list in poly lamination department.**
 20. **Monitoring of pest management activities performed in poly lamination department.**
 21. **Preparing the person for SAP activities performed in poly lamination department throughout the month.**
 22. **To ensure safety during the shift operation**
 23. **To ensure the proper record keeping of all ISO documents used in poly lamination department.**
 24. **To ensure the running of paper & board jobs with meters on poly lamination machine.**
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QUALIFICATION GUIDES:

EDUCATIONAL:

ACADEMIC:

Metric

PROFESSIONAL:

DAE

EXPERIENCE:

TRAINING:

Three month training in relevant field.

