

PACKAGES CONVERTORS LIMITED

Document type: Job Description

Title: Product Development and Costing Coordinator

Prepared by
Safdar Hussain

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Approved by
Salman
Rehman

Salman Rehman

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1.0	POSITION TITLE : Product Development and Costing Coordinator
2.0	LOCATION: Prepress & Development
3.0	ACCOUNTABLE TO: Manager Product Development and Innovation
4.0	DIRECT SUPERVISION: Business Unit Manager Carton Line
5.0	DUTIES AND RESPONSIBILITIES

- 5.1 Monthly Presentation of jobs wise analysis to Manger Prepress, Development and Innovation.
- 5.2 To arrange pre-calculations for marketing for product pricing.
- 5.3 Post calculations.
- 5.4 Prepare customer wise and product wise details.
- 5.5 Feasibilities for new projects and machines.
- 5.6 Negotiate prices for outsourced material.
- 5.7 Monitor machine rates.
- 5.8 Negotiation with Contractors & arrange contracts.
- 5.9 Checking Contractor's Quotations.
- 5.10 Prepare Contractor cost details.
- 5.11 Making claims to internal suppliers for any loss.
- 5.12 Liaison with Sales for development activities.
- 5.13 Ensure blank sample preparation within agreed time.
- 5.14 Update Sales about blank sample status.
- 5.15 New development prices discuss with sales after negotiation with customer.
- 5.16 Coordinate in preparing the Technical Specification of a product
- 5.17 New make report for business maturity rate coordination with sales.
- 5.18 Customer machine Trial sample arrange for new job.
- 5.19 Co-ordinate with internal development team for loading chart & sample execution.
- 5.20 Costing sent to sales regions new development product with samples.

Safdar Hussain