

Roles, Responsibilities & Authority

Job Title	Manager –QC Machine shop
Department/Function	QC- Machine shop
Role Purpose	<ul style="list-style-type: none"> • Achieving Quality targets • Keep a tab on Customer complaint & rejection • New process validation • Documentation of lessons learnt. • Be part of new tool development and inspection gauges. • Act as internal Auditor • Manpower planning • Inspectors & Supervisor Interviewing along with HR • Inspectors training and mentoring. • Meeting set KPI targets • Act as Fire Fighter • Act as First Aider • Act as Emergency coordinator
Reporting Relationships	<p align="center">Reporting into</p> <p>MD</p> <p align="center">Direct Reportees</p> <p>QC Supervisor, shift incharges</p>
line Responsibilities	<ul style="list-style-type: none"> • Overall Quality in charge, responsible to meet the targets and to assign the work to the QC supervisors, shift incharges. Job related responsibilities to achieve the day to day goals of Quality & Customer complaint • Co ordination with PPC planning and production • Daily feedback on Customer complaint & Rejections to the Management • Direct and issue timely instructions to the Supervisors and operators for achieving the production during the shifts. • Adherence to QMS • Adherence to process compliance • Adherence to safety norms • Timely information on attendance to HR for processing the salary

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	<ul style="list-style-type: none"> Updating Inspectors skill sets Updating Inspectors performance records Discipline action for non compliances in consultation with supervisors Proper communication between the shifts
Educational Requirement and Experience	BE / Diploma with more than 12 to 14 years experience.
Authority	<p>Change HIRA document in case of any changes in coordinating with OHSAS MR</p> <p>Decide objectives for OHSAS 18000</p>
Accountable	<p>Performance of Dept OHSMS</p> <p>Incidences in dept</p> <p>On time analysis of incidences</p> <p>On time analysis of legal communication</p> <p>PPE usage</p> <p>HIRA updations, availability at respective department</p> <p>Implementation HIRA updations availability at respective department</p> <p>OCP implementation & monitoring</p> <p>Proper handling of emergencies</p> <p>Accountable for availability of first aider across all days</p> <p>Onsite of all PPE/work permits usage</p> <p>Update calibration implementation</p> <p>Maintenance of Equipment's</p>

Competencies Required

COMPETENCY	PROFICINECY LEVEL
Capability Building	4
Execution Excellence	4
Customer Focus	4
Change Management	4
Problem solving and Decision Making	4
Teamwork	4
Business Acumen and Strategic Thinking	3
Communication and Interpersonal Skills	4

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Proficiency

4. Trained & can train others
3. Learned
2. Needs Training
1. Beginner
N/A: Skill not required