

Job Description Template

Position

Job Title: **Associate Manager - Production** Job Location: **Sricity**
Reports to (position): **Plant Manager**
Reports to (name):
Department/Function: **Onsite Operations**

Purpose of the position

The position holder is responsible for safety & reliability of plant, customer communication in terms of continuous product supplies & communicates ROC for any change required in the plant operation.

Principal responsibilities

- Monitors processes and makes appropriate adjustments as necessary to meet the production requirements (e.g., set-ups, calibrations, alignments, etc).
- Coordinating with the maintenance team to ensure no unscheduled breakdowns through condition monitoring calculating efficiency of the machines and plant performance.
- Conduct troubleshooting in cases of process related problem/process disturbances and necessary action whenever required.
- To ensure the effective water treatment program and maintain the desired water quality.
- Responsible for timely completion of the agreed project within the planned cost by raising CAPEX and coordinating with the company officials/vendors.
- To implement and maintain IMSS and traces to establish best operating practices by customising group systems and standards to the Bellary plant.
- Work as a site in charge and plant emergency coordinator in absence of plant manager and senior officers.
- Maintain plant log.
- Responsible for shift management with help of other shift engineers.
- Responsible to produce medical gases as per FDA standards.
- Responsible to maintain Pollution Control Board norms.
- Responsible for helping in sustaining QMS certification (ISO 9001, 14001, OHSAS 1800) in carrying out the required action as per standard applicable area.
- Send monthly reports on all production parameters and entire consolidated plant report to plant manager.
- Statutory compliances with respect to Drug license, wireless license, Factory license etc.
- Provides status reports to supervisor, contributes to periodic production metrics reports and assists in presentations (e.g., safety or team meetings)
- Collects and records data for statistical process control and related reports
- Completes quality reports on non-conforming products and creates action plans to resolve issues
- Interprets production specification documentation sufficiently to effectively complete customer orders without resorting to trial and error
- May work directly with suppliers in ordering materials like chemicals etc related
- Audits manufacturing paperwork to ensure product specifications and manufacturing instructions are current
- Proactively participates in customer complaint resolution and production trouble-shooting activities
- Assists engineering staff and others in the operation of processing equipment as needed.
- Timely Involve and conduct RCAs of various equipment's/process failures/safety incidents

Key Interfaces

- Mechanical Manager/ Engineers
- Instrumentation Manager/Engineers
- Electrical Manager/Engineers
- Drug License Office
- DNV for ISO certification
- Statutory offices like FI/LO/CCOE/PCB etc
- Customer
- Suppliers

Required critical behaviors

- Results Delivery (Strategic Execution)- Develops and executes action plans to achieve own and team's goals based on accurate data.(30%)
- Process, Project and risk management (Process improvement)- Maintains and improves efficient, Lean processes within own department.(30%)
- Decision making and execution (Decision execution)- Communicates and implements decisions within agreed timelines(15%)
- Cross Cultural Communication and Collaboration (Cultural Sensitivity)- Communicates openly and convincingly.(15%)
- Influencing (Problem solving)- Gets agreement to a solution which is then implemented without delay.(10%)

Required key skills (functional/technical)

- Computer Skills(MS Office)
- Presentation Skills
- Communication skills
- Ability to multitask
- Safety Awareness
- Process Knowledge of Air Separation Units (ASU)

Required qualifications/experience

- The incumbent must be a graduate in Chemical Engineering
- Five years' experience in a similar role in a process industry.

The job holder is required to adhere to the Linde values of Safety, Accountability, Integrity, Inclusion and Community.

The percentages allotted for the key critical behaviours cited above are allotted based on belief and appropriateness with respect to the particular position and not based on any scientific calculation.