

## **Victory Polychem Private Limited**

### **Job Description- Roles and Responsibilities**

<b>Position Name</b>	<b>Production Supervisor</b>
Reporting to	Production Manager/ Sr. Production Manager
Location	Victory Polychem Private Limited, Bhare, Pirangut & (Travel as required PAN India)

<b>Position Description</b>
In this position, the production supervisor accomplishes manufacturing results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining operators; and initiating, coordinating, and enforcing systems, policies, and procedures.

Sr. No.	Work	Description
01	Production Process	<ol style="list-style-type: none"><li>1. Completes production plan by scheduling and assigning personnel, accomplishing work results, establishing priorities, monitoring progress, revising schedules, resolving problems, and reporting results of the processing flow on shift production summaries.</li><li>2. Maintains workflow by monitoring and upgrading processes, setting processing variables, observing control points and equipment, monitoring personnel and resources, studying methods, implementing cost reductions, developing reporting procedures and systems, facilitating corrections to malfunctions within process control points, and initiating and fostering a spirit of cooperation within and between departments.</li></ol>
02	Repair and Maintenance	<ol style="list-style-type: none"><li>1. Ensures operation of equipment by calling for repairs and maintains the overall machine conditions and report.</li></ol>
03	CPI - Process re-engineering and quality control	<ol style="list-style-type: none"><li>1. Based on process improvements, evaluating new equipment and techniques.</li><li>2. Researches and negotiates with vendors and suppliers to improve efficiency of processes and reduce unnecessary costs.</li></ol>
04	Interdepartmental communication	<ol style="list-style-type: none"><li>1. Provides manufacturing information by compiling, initiating, sorting, and analyzing production performance records and data, and answering questions and responding to requests</li></ol>

<b>Preferred:</b>	Male candidate
<b>Relevant Experience:</b>	5+ Years
<b>Educational requirements</b>	B.Sc./M.Sc./Production Engineer
<b>Other Requirements</b>	Should have his own two wheeler, willingness to work in 2 <sup>nd</sup> shift

### **Required Skills and Experience: -**

1. Time and process management
2. Process improvement & Efficiency
3. Quality control
4. Team management and coaching
5. Decision making
6. Tracking expenses
7. Production planning
8. Computer skills including using excel, email etc, preferred experience in ERP

**Desired Behaviors –**

1. Safety-focus
2. Team player
3. Good Communicator
4. Proactive Leader
5. Decision making
6. Attention to detail

Email your application to - [careers@polychem.co.in](mailto:careers@polychem.co.in)