

**Job Descriptions with Responsibilities & Authorities**

Job Title	Qualification	Experience	Responsibility	Authority
Managing Director & Factory Manager	Bachelor's or Master's degree	20+ Years	<ul style="list-style-type: none"> <li>• Act in accordance with the Articles of company</li> <li>• Determine policies &amp; objectives of company</li> <li>• Plan development &amp; expansion of business</li> <li>• Provide Infrastructure &amp; resources for operations</li> <li>• Develop management team</li> <li>• Occupant of factory premises</li> </ul>	<ul style="list-style-type: none"> <li>• Take decisions regards to corporate affairs</li> <li>• Take financial decisions (Investments/Loans)</li> <li>• Approve financial statements (BS/PnL/Equity)</li> <li>• Approve Capital Expenses (Capex)</li> <li>• Appoint &amp; relieve Key Managerial Personnel</li> <li>• Sign all statutory/legal/compliance documents</li> </ul>
Director (Engineering)	Bachelor's or Master's degree	15+ Years	<ul style="list-style-type: none"> <li>• Ensure operations in accordance with policies</li> <li>• Ensure legal compliance regards to factory</li> <li>• Prepare Capex &amp; Opex plans</li> <li>• Improve overall efficiency of plant</li> <li>• Develop executive team</li> <li>• Carry out Performance Appraisal</li> </ul>	<ul style="list-style-type: none"> <li>• Take decisions regards to factory affairs</li> <li>• Approve service contracts (AMC etc.)</li> <li>• Approve Operating Expenses (Opex)</li> <li>• Recruit &amp; relieve Executive personnel</li> <li>• Promote &amp; revise compensation of employees</li> </ul>
Director (Accounts & Finance)	Bachelor's or Master's degree	15+ Years	<ul style="list-style-type: none"> <li>• Allocating budgets for various business functions</li> <li>• Ensure expenses within budgets</li> <li>• Manage bank affairs &amp; insurance related matters</li> <li>• Approve salaries of staff</li> <li>• Develop executive team</li> </ul>	<ul style="list-style-type: none"> <li>• Take decisions regards to factory affairs</li> <li>• Approve payments to parties</li> <li>• Approve Operating Expenses (Opex)</li> <li>• Approve petty cash voucher payments</li> <li>• Recruit &amp; relieve Executive personnel</li> </ul>
Sales Executive	Bachelor's degree	2+ Years	<ul style="list-style-type: none"> <li>• Assist MD in preparing Business Plan</li> <li>• Assist MD in preparing cost sheets</li> <li>• Monitor and achieve Sales Turn Over (STO)</li> <li>• Execute projects in coordination with CFT</li> <li>• Ensure customer retention &amp; satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>• Qualify sales leads &amp; new projects</li> <li>• Recommend external provider/s</li> <li>• Approve expenses related to NPD, Sales &amp; Mkt.</li> <li>• Communicate with customers &amp; suppliers</li> </ul>

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Production Manager	Bachelor's degree	10+ Years	<ul style="list-style-type: none"> <li>• Prepare &amp; execute monthly invoicing plan</li> <li>• Monitor production to ensure quality &amp; deliveries</li> <li>• Maximize the utilization of resources</li> <li>• Increase productivity &amp; operational yields</li> <li>• Promote Kaizen, 5S, Poka-yoke &amp; Visual mgt.</li> <li>• Ensure safety &amp; discipline on shop floor</li> <li>• Train and develop operating staff</li> </ul>	<ul style="list-style-type: none"> <li>• Approve production and sign job card</li> <li>• Stop production in case of non-conformance</li> <li>• Plan shifts and job allocation to achieve targets</li> <li>• Communicate with customers for prod. Planning</li> <li>• Approve leaves of operating staff &amp; workers</li> <li>• Approve Over Time of operating staff</li> <li>• Approve premium freight in case of urgencies</li> </ul>
Purchase Executive	Bachelor's degree	2+ Years	<ul style="list-style-type: none"> <li>• Identify and select external provider</li> <li>• Raising purchase order to supplier</li> <li>• Follow-up for material &amp; purchase entry</li> <li>• Supplier evaluation</li> <li>• Monitoring cost within budget</li> </ul>	<ul style="list-style-type: none"> <li>• Approve supplier in consultation with MD</li> <li>• Approve PO in consultation with Business Head</li> <li>• Approve purchase entry after material release</li> <li>• Supplier audit (Onsite or offsite)</li> <li>• Approve or Disapprove supplier/s based on rating</li> </ul>
Planning Executive	Bachelor's degree	2+ Years	<ul style="list-style-type: none"> <li>• Production Planning &amp; Control</li> <li>• Coordination with Sales for setting prod. priorities</li> <li>• Assist Production Manager in achieving STO</li> <li>• Resource planning [4Ms]</li> <li>• Monitoring cost within budget</li> </ul>	<ul style="list-style-type: none"> <li>• Access IDMS [Decal Tech ERP]</li> <li>• Lead daily PPC meeting</li> <li>• On-site emergency response</li> <li>• DRN approval in absence of QA</li> <li>• Set invoicing target based on SOSR</li> </ul>
Production Engineer (Press)	Bachelor's degree	Fresher/ 1 Year	<ul style="list-style-type: none"> <li>• Maintain job cards throughout the process</li> <li>• Prepare machine loading chart/production plan</li> <li>• Prepare productivity chart</li> <li>• Prepare WI &amp; set STD operating parameters</li> <li>• Provide on job training to machine operators</li> </ul>	<ul style="list-style-type: none"> <li>• Approve in-process quality</li> <li>• Stop production in case of non-conformance</li> <li>• Sign job cards &amp; logbook</li> <li>• Prepare and update skill matrix of operators</li> <li>• Take charge of Production in absence of PM</li> </ul>

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Production Engineer (Pre-Press)	Bachelor's degree	Fresher/ 1 Year	<ul style="list-style-type: none"> <li>• Pre-press planning and execution</li> <li>• Match shade for new part development</li> <li>• Improve screen making process</li> <li>• Maintain Screen, Shade &amp; Stock records</li> <li>• Provide on job training to screen makers</li> </ul>	<ul style="list-style-type: none"> <li>• Check and approve Film output (+ve) quality</li> <li>• Approve new screen consumables after testing</li> <li>• Sign job cards &amp; logbook</li> <li>• Take decisions on screen or shade quality</li> <li>• Prepare and update skill matrix of operators</li> </ul>
QA Executive	Bachelor's degree	2+ Years	<ul style="list-style-type: none"> <li>• Ensure testing of incoming raw materials</li> <li>• Ensure in-process quality assurance</li> <li>• Ensure quality control before batch release</li> <li>• Generate yield report &amp; highlight major defects</li> <li>• Eliminate defects by using problem solving tools</li> <li>• Implementation of quality management systems</li> <li>• Train and develop quality control team</li> </ul>	<ul style="list-style-type: none"> <li>• Stop production in case of non-conformance</li> <li>• Approve batch release – Sign job cards</li> <li>• Approve disposal of rejected material</li> <li>• Approve deviation in consultation with Biz head</li> <li>• Prepare or revise QMS documents</li> <li>• Respond to customers for addressing complaints</li> <li>• Qualify vendor for Calibrations of instruments</li> </ul>
Maintenance Engineer	Bachelor's degree in Mechanical	Fresher/ 1 Year	<ul style="list-style-type: none"> <li>• Manage ERP operations (Day to day basis)</li> <li>• Generate and publish various reports to Mgt.</li> <li>• Machine and equipment maintenance</li> <li>• Coordinating dispatches</li> <li>• Prepare Tax Invoices &amp; E-way bills for dispatches</li> </ul>	<ul style="list-style-type: none"> <li>• Access to MIS through ERP</li> <li>• Create master lists in ERP</li> <li>• Sign tax invoices &amp; E-way bills</li> <li>• Stop machine in case of any abnormality in m/c</li> <li>• Approve engineering spares requirements</li> </ul>

**NOTE: QA EXECUTIVE IS APPOINTED AS A MR AND HE IS ALSO RESPONSIBLE FOR PLANNING & PURCHASE FUNCTIONS.**

Prepared by: Management Representative

Reviewed by: Managing Director

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