

Section Officer (Shift)

Job description

The Section Officer (Shift) bears the foremost responsibility of effective management of resources and production activities in a particular shift. He / She shall ensure smooth/effective production process as per the released plan and process and set daily targets. He / She ensures that the set targets are achieved and is directly responsible for working methods, processes and effective communication to all respective shift members including the upkeep of the safety aspects of workplace and implementing 5S at workplace among others.

Duties and Responsibilities

1. Report to Head, Production & Planning Unit.
2. Prepare daily work plan and ensure progress as per the plan.
3. Timely address any technical issues in coordination with Head production & Planning Unit and IE.
4. Ensure strict compliance of Process and Work Plan.
5. Prepare & submit absenteeism statement schedule.
6. Calculate efficiency of operators and weekly submission.
7. Prepare report for MBR of production activities and submit to Head, P&PU.
8. Supervise the work at shop floor and promote safety and healthy work practices to avoid fatal and life threatening accidents at the work place.
9. Ensure proper planning of man power related to the operation during the leave and emergencies.
10. Ensure 5S in work place.
11. To prepare and submit the overtime statement and shift allowance statement on time.
12. Monitor and verify the material receipts from the store.
13. Ensure effective communication and coordination with Operators.
14. Provide proper instructions to the operators with regard to the process & drawings.
15. Ensure all the works carried out are free of defects and as per IE process.
16. Provide feedback of experience to concerned units for continuous improvement.

Key Skills and Competencies

1. Should be a good coordinator and effective manager.
2. Should possess good inter-communication skills and strong conflict management skills.
3. Should have strong technical knowledge of welding and machining.
4. Should be proactive and good at management.
5. Should have the willingness to work in odd hours.
6. Should possess good leadership quality.