

JOB DESCRIPTION	
Position Title	Production Incharge
Reports To	Unit Head
Department	Production
Qualification	Diploma/ B Tech
Experience	2 -3 Years
Primary Duties	Understand and achieve production targets
	Monitor the quality of products produced
	Check material status and engage in daily planning of products
	Conduct process as per ISO standards
	Check and plan manpower effectively
	Complaint study and analysis of product quality
	Reduce the rejection rate by improving quality
	Control cost of the manufacturing process as per budget
	Meet dispatch dates of every model
	Escalate in a timely to avoid losses
	Communicate with All departments
	Maintain 5S and production standards
	Confirm materials are available before starting production
	Early information of shortages of Materials to the respective people
Recording and maintaining data as per ISO standards	
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