



*One of India's leading producers of fertilizers and industrial chemicals,*

We are transforming our business through focus on Collaboration beyond boundaries, Relentless Focus on Results, Innovation, and unflinching commitment to deliverables and promises.

We are looking for individuals who enjoy working outside their comfort zone and are ready to accept challenges. We believe in achieving excellence in whatever we do. For this we provide a great degree of support through a combination of best of the systems & processes, employees' capability building and their well-being.

We also place a considerable weightage to individuals who are proactive & self-motivated and have good inter-personal & social skills and have the ability to work in teams.

### **JOB DESCRIPTION**

*Designation: Assistant Manager Bagging*

*Function: Bagging Function*

*Location: K8*

*Sector: Manufacturing*

*Purpose of the Job:*

The primary purpose of this role is to assist Shift in charge in smooth functioning of bagging and loading activities for prilled AN & HDAN material within laid down system in his concerned area through safe and standard operating procedures (as per SOP)

**Overview/ Responsibilities: As Assistant Manager Bagging, you will be expected to:**

| <b>Key Accountabilities for the position</b>   | <b>Major Tasks for the position</b>   |
|--|---|
| <ul style="list-style-type: none"><li>▪ To ensure the smooth working of equipment's at AN &amp; HDAN bagging</li></ul>   | <ul style="list-style-type: none"><li>▪ Housekeeping of bagging area &amp; storage area, Proper Stacking of bags.</li></ul>                         |
| <ul style="list-style-type: none"><li>▪ Start-up of bagging machines / normal bagging machine operations / shut down of bagging machines and conveying belt conveyors</li></ul>  | <ul style="list-style-type: none"><li>▪ Monitoring and follow-up of critical equipment's, greasing and</li><li>▪ Lubrication of machines.</li></ul> |
| <ul style="list-style-type: none"><li>▪ To log the important / critical parameters in the logbook and authenticate the same.</li></ul>   | <ul style="list-style-type: none"><li>▪ Maintaining and filling data in log sheet</li></ul>   |
| <ul style="list-style-type: none"><li>▪ Fill the quality check list, deviation observed at bagging m/c panel and actual which needs intervention of shift in charge / Plant in charge prior to correction, shall be brought to the notice of shift in charge</li></ul> | <ul style="list-style-type: none"><li>▪ Maintaining the batch marking of every batch.</li></ul>   |
| <ul style="list-style-type: none"><li>▪ Accept and release entries of vehicles with SAP system. Monitoring the loading and re loading activity</li></ul>   | <ul style="list-style-type: none"><li>▪ Loading and relieving of vehicles in time during shift</li></ul>  |

***"We believe together we can achieve excellence! "***



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|--|--|
| <ul style="list-style-type: none"> <li>▪ Monitoring the bagging quality with respect to weight of bags / quality of sealing &amp; stitching.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Monitoring overweight and underweight of bags.</li> </ul> |
| <ul style="list-style-type: none"> <li>▪ Verification of bagged stock / verification of empty bags stock / starting/ shut down of printer and entering batch no. / Maintaining atmospheric condition.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Maintaining the batch marking of every batch.</li> </ul>  |

| <i><b>Educational Qualifications</b></i>   | <i><b>Total years of experience</b></i>                                     |
|--|---|
| <ul style="list-style-type: none"> <li>▪ Diploma in Mechanical or Instrumentation</li> </ul>   | <ul style="list-style-type: none"> <li>▪ 4-6 years of experience</li> </ul> |
| <b><i>Technical /Functional Expertise:</i></b>   |   |
| <ul style="list-style-type: none"> <li>▪ Skills in primary fault diagnosis of routine bagging m/c, conveying belts problems in bagging plant.</li> <li>▪ Skills to carry out bagging and loading activities systematically with desired quality.</li> <li>▪ Good analytical and troubleshooting skill &amp; communication with maintenance team.</li> <li>▪ Skill for effective interaction with Mathadi/ forklifts operators / casual labours.</li> <li>▪ Good Communication and time Management skill</li> <li>▪ Conversant with working in SAP system.</li> <li>▪ Job hazards and job safety in his work area.</li> <li>▪ Ability to work in field and panel both.</li> <li>▪ Is aware of Safety permits and safety systems.</li> </ul> |   |

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