***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: Asst. Manager Function: Bagging*

*Location: K1,Taloja 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/ NP / NPK material within laid down system in his concerned area through safe and standard operating procedures (as per SOP).
* To ensure minimum wastage, no deviation in quality of product in storage.
* Maintaining Bagging plant/machine status with close coordination with maintenance team thereby diagnose problem and potential stoppage and take corrective action to reduce break down time.

**Overview/ Responsibilities: As a < Asst. Manager-Bagging>, you will be expected to:**

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| ***Key Accountabilities for the position*** | ***Major Tasks for the position*** |
| Maximum Bagging output  | To ensure the smooth conveying of loose NPK / NP / AN prills for bagging |
|  | Silo management at NPK from control room panel, Check for silo heap, changing position of tripper diverter. |
|  | Start-up of bagging mcs. / normal bagging mc operations / shut down of bagging machines / palletizer units / wrapper units / conveying belt conveyors and loadmaticsOperation of barcode printers |
|  | To log the important / critical parameters in the log book and authenticate the same. |
|  | 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 |
| Smooth loading activity | Accept and release entries of vehicles with SAP system. Monitoring the loading and re loading activity, ensuring godown loading as per FIFO by instructing forklift operators & loading workmen. |
|  | Operating loadmatic units for loading |
| Compliance with specified Bagging quality parameters. | Monitoring the bagging quality with respect to weight of bags / quality of sealing & stitching. |
|  | Verification of bagged stock / verification of empty bags stock / starting/ shut down of barcode printer and entering batch no.. |
|  | Maintaining atmospheric conditions around bagging m/cs by monitoring HVAC / AHU / De-dusting unit parameters as per the frequency decided, coordination with maintenance for trouble shooting of HVAC / AHU / De-dusting unit. Monitoring, printing of batch no and performance of metal detector |
| Minimise the down time of bagging m/c's | Able to do autonomous maintenance of equipment in bagging plant. Interact with maintenance team members to carry maintenance jobs effectively with respect to quality & safety. Interact with shift In charge and assist him in identifying areas of improvements, Raising notifications to maintenance as per requirements. |
| Housekeeping up to level II | Recovery of spillage from bagging m/c / conveying belt area / warehouse. Interact with plant shift in charge and with forklift operator for sending the same to plant, recording the details in logbook. |
|  | To ensure proper Housekeeping in and around bagging plants. Cleaning of bagging m/cs with air at the start of every shift and ensuring zero un-stitched bags and spillage in bagging m/c area at the end of every shift, Timely deployment of labours for spillage recovery and area cleaning |
| Safety compliances | Section officer shall sign the safe work permit (SWP- class II) after necessary preparation for the job e.g. isolation of the machine / equipment, cleaning etc. as required for that job. Also, should take back the machine in line |
|  | To participate in safety table top exercise / mock drill and safety meetings. |
|  | Provide help to other departments in case of Emergency |
| Organisational development | Assist in the Failure analysis and implement the recommendations to avoid repetitive failures. Participate in the identified SGA. Suggest modifications and changes in the problematic equipment / systems for improving overall Equipment Effectiveness. |
|  | To attend training programs organized based on the identified training needs |
|  | Actively participate for compliance of requirements under IMS, KSH and 5 S activities |
| Smooth shift activities | To arrange to hand over product sample to laboratory for analysis purpose. |
|  | Any other job relevant to the role as assigned by shift in charge or plant manager. |
|  | To co-ordinate and arrange to withdraw the empty bags from stores to bagging custody.  |
| ***Educational Qualifications*** | ***Experience*** |
| Graduate of any stream or Diploma in Instrumentation, Mechanical. ( Preferred INSTRUMENTAION back ground.) | 0 to 04 years’ experience of Bagging and Material handling operations |
| ***Technical /Functional Expertise:***  |  |
| * Skills in primary fault diagnosis of routine bagging m/c, palletizer units, wrapping units, robot, loadmatics and conveying belts problems in bagging plant.
* Skills to carry out bagging and loading activities systematically with desired quality.
* Good analytical and trouble shooting skill.
* Good Communication and time Management skill
* Conversant with working in SAP system
* Job hazards and job safety in his work area.
* Is aware of Safety permits and safety systems
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