

**Job Description Form**

No	Field Name	Field Content
1	Position Request Ref No	
2	Date	7/12/2024
3	JD Prepared By	Husan Pal Singh Bhela
4	Position Name	Assistant Manager- PPC
5	Grade / Designation	Asst. Manager
6	No. of Openings (Only numeric values)	1
7	Function / Domain	Manufacturing
8	Qualifications	B.E/B-Tech- Electronics or Electrical or Mechanical
9	Desired Experience Level (in years)	6-10 yrs
10	Age	<35 yrs
11	Reporting To	Production Manager
12	Job dimensions / Span of Control	Permanent
13	Place of Posting (Name of City Only)	Noida
14	Additional Information	PG in Operations Management, EN/AS9100/ISO9001/IATF16949 internal auditor is desirable but not mandatory. <b>Excellent command over Excel,PPT &amp; communications skills</b>
15	Role Objectives (50 words max)	To strengthen the Manufacturing Team management keeping in view the upcoming projects.
16	Key Responsibility Areas (KRAs) Financial: Customer: Process: People:	<ul style="list-style-type: none"> <li># Creating detailed production schedules based on demand forecasts/Sales orders, inventory levels and production capacity.</li> <li># Coordinating with various departments (e.g purchase, business developments) to ensure seamless operations.</li> <li># Developing and maintaining production schedules, and adjusting schedules to address changes in demand or disruptions in supply chain</li> <li># Managing optimum inventory levels to prevent overstocking or stockouts.</li> <li># Item code creation &amp; BOM uploading in SAP.</li> <li># Running MRP in SAP as per project requirement.</li> <li># Escalating shortages to the management &amp; coordinating with the stakeholders to ensure timely availability of the material.</li> <li># PR/PO release Report preparation to monitor the progress of the project.</li> <li># Production order creation and release through SAP.</li> <li># Material consumption against the work order/Production order in SAP and creation of FGR.</li> <li># NC report generation and tracking of rejection from time to time.</li> <li># ECN generation for Built to Print or built to spec Projects.</li> <li># Co-ordinating with SAP team to ensure improvement or resolving issues in SAP from time to time.</li> <li># Transfer material to open location post closure of the project.</li> </ul>

17	<b>Key Performance Indicators (KPIs)</b>	Timely completion of activity in SAP related to Production (Material issuance, consumption, release of work orders, inventory level etc.)
18	<b>Preferred Sources (Preferred Industry Background)</b>	Defence & Aerospace assembly, Automotive, Electronics manufacturing company
19	<b>Preferred Sources (Preferred companies)</b>	( Tata, L&T, Defsys, Kalyani, Mahindra Telephonics, BEL or any other Defense or Aerospace Electronics equipment manufacturing company, Electronics mfg company, Automotive