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| Position Title | : Mini Factory Leader |
| Department | : Production |
| Level | : Manager |
| Reporting Manager | : HOD Production |
| Qualifications | : B.E. Mechanical/ Industrial engineering/Production |
| Experience | : 6 - 8 Years |
| CTC | : 6 – 8 Lacs |
| Location | : Plant - Bhiwadi (Rajasthan), 40 Km from IFFCO Chowk (Gurgaon) |

1. Position Summary

To lead the mini factory and attain the PQCDSM measures and be a role model for his team

2. Principal Accountabilities

2.1. Achieve productivity targets

- a. Ensure compliance of standard work practices
- b. Monitor daily OLEs of the mini factory and ensure timely response to sporadic losses
- c. Ensure loss reduction projects on chronic issues
- d. Focus on first hour production
- e. Focus on manpower optimization projects (low cost automation, cycle time reduction)
- f. Undertake JH activities to ensure high uptime of equipments

2.2. Achieve Quality targets

- a. Ensure compliance of quality assurance plans (QAPs)
- b. Monitor quality trends (inline rejections, customer complaints and customer returns) and ensure prompt response
- c. Ensure quality improvement projects on chronic issues
- d. Strengthen the process through Quality Net and Poka Yoke (wherever applicable)

2.3. Achieve cost reduction

- a. Focus on continuous elimination of non- value adding activities and processes
- b. Ensure cost reduction themes on identified loss heads (tool cost, consumable cost, power and air cost, etc)

2.4. Achieve 100% timely delivery

- a. Timely production as per plans laid out by SCM
- b. Timely escalations in case of any anticipated failures

2.5. Achieve zero accidents (major & minor)

- a. Ensure compliance to safe practices in the mini factory
- b. Ensure safety audits for unsafe practices and unsafe conditions
- c. Recording and improvements on near-miss accidents

2.6. Achieve total employee involvement (TEI)

- a. Ensure 100% involvement of associates in
 - kaizen activities
 - JH activities
 - QC activities
 - Multiskilling

2.7. Trouble shooting of problems

- a. Understanding and trouble shooting of core processes

- b. Take corrective and preventive actions on product non- conformities

2.8. Review and Audit

- a. Review and audit mini factory operations
- b. Review effectiveness and efficiency of Glass wall systems
- c. Shall comply with Integrated Management System

2.9. Doing things right

- a. Establish and maintain right and meaningful data for accurate information of all processes and activities and shall reflect in DWM

3. Critical Challenges

Timely and cost effective achievement of production target, in line with continuous improvement in existing processes and activities, and trouble shooting of problems.

4. Unique Knowledge & Skills

- Machining technology
- Gear technology (desirable)
- Change Management champion
- Analytical skills
- Leadership skills
- Knowledgeable of EHS
- Should have worked in TPM environment (desirable)
- Business/Commercial thinking

Hi-Tech SUCCESS FACTORS

- Values
- Managing purpose and vision

5. Interface

Internal

- HOD Production
- Head Operations
- HOD Support functions
- Associates
- Line incharges (shift supervisors, inspectors)

External

- Customers
- Vendors

6. Problem Solving & Decision Making

Observing, collecting data, analyzing, using problem solving tools, eliminations, generating optimum solutions and implementing it.