



Job Description

Name of the Company	Tatva Chintan Pharma Chem limited
Position	Executive /Asst. Manager- Packaging
Role Purpose	To control packaging strategy, including sourcing of equipment and materials to final Packaging for dispatch
Role Reports to	Head-QA
Location	Dahej
Qualification	B. Sc. / M. Sc. - Chemistry with Courses of Packaging Management from Indian Institute of Packaging (Must)
Years of experience	3 to 5 Years

Focused Area

1. Supervise the packaging team, ensuring proper handling and packaging of finished products.
2. Coordinate with production, quality assurance, and warehouse teams to ensure the timely availability of approved materials and products.
3. Manage the setting up machines and ensuring that they are functioning properly.
4. Ensure that the packaging meets the specifications, including weight, size, and labeling requirements.
5. Monitor and optimize packaging processes to minimize waste and downtime
6. Ensure that all packaging materials and processes comply with safety regulations, especially considering the nature of chemicals.
7. Implement and maintain safe work practices and personal protective equipment (PPE) use for the team.
8. Stay up-to-date with environmental regulations regarding chemical packaging and disposal.
9. Inspect finished goods before packaging to ensure product quality meets standards
10. Ensure proper labeling of products including hazard instruction and warnings, batch numbers, weight, gross weight and net weight as required by EPO.
11. Work with the quality assurance team to address any packaging defects or non- conformities.

12. Monitor inventory of packaging materials (e.g., drums, IBC, labels, polythene bags) and ensure proper storage and availability.
13. Coordinate with purchase department for the timely ordering and delivery of packaging materials.
14. Maintain records of stock levels and packaging material usage.
15. Maintain proper records of packaging activities, including production output, loss of material, specimen label and any deviation encountered in batch packing record.
16. Maintain record of daily packaging area cleaning, insect killer, temperature and humidity monitoring. Monthly reports on packaging performance, productivity, and any safety or quality incidents.
17. Train staff on safe handling practices, machine operations, and packaging procedures.
18. Identify opportunities for process improvements to enhance efficiency and reduce downtime.
19. Ensure that finished goods are packed in a way that ensures safe transportation to customers or distribution from warehouse.

Knowledge, Skill & Attributes

- A deep understanding of packaging materials, machinery, and production processes is essential. This knowledge helps in making informed decisions and troubleshooting issues effectively.
- Knowledge of quality standards is paramount. A packaging manager should be skilled in quality control techniques, inspections, and continuous improvement methods.
- Packaging production can encounter various challenges, from machinery breakdowns to supply chain disruptions. He/She should excel at troubleshooting and finding solutions quickly.
- The packaging industry evolves with new technologies and market demands. He/she should be adaptable, willing to learn, and open to adopting new processes and technologies.

Our website

<https://www.tatvachintan.com/>

On LinkedIn

<https://www.linkedin.com/company/tatva-chintan-pharma-chem-ltd/mycompany/?viewAsMember=true>

On YouTube

<https://www.youtube.com/watch?v=8pzBWPw6e-U&t=2s>