PUNJAB AGRI EXPORT CORPORATION LIMITED (PAGREXCO)

JOB DESCRIPTION– EXECUTIVE PRODUCTION

Position Level: Executive
Location: Abohar, Punjab
Reporting To: Manager- Production

1. Job Purpose

The Production Executive shall assist in the execution and supervision of day-to-day and shift-wise production operations, ensuring adherence to production plans, SOPs, quality and food safety requirements, efficient resource utilization and proper production documentation.

2. Educational Qualification

Degree/Diploma in Food Technology, Food Processing, Production, Mechanical or other relevant discipline from a recognized institution.

3. Experience

2-3 years of experience in production/operations in a food processing, FMCG or manufacturing environment shall be preferred.

4. SAP / ERP Competency

The candidate should have basic working knowledge of SAP/ERP systems, particularly for production entries, material consumption, stock/production reporting and related operational transactions. Candidates with hands-on SAP experience shall be given preference.

5. Key Responsibilities and Duties

1. Carry out day-to-day and shift-wise production activities as assigned by the Manager – Production or concerned superior.
2. Execute approved production plans and ensure achievement of shift-wise production targets.
3. Monitor production lines/processes and ensure operations are carried out in accordance with approved SOPs, work instructions and process parameters.
4. Maintain proper production documentation, batch records, production reports, consumption records and other relevant operational records.
5. Implement and comply with prescribed SOPs, process procedures, quality requirements and food safety practices.
6. Monitor Critical Control Points (CCPs) and other specified control parameters and immediately report deviations, wherever applicable.
7. Assist in production planning, shift planning and effective deployment of manpower.
8. Manage and supervise labour/manpower during the assigned shift and ensure proper allocation of duties.
9. Coordinate with QA/QC, Maintenance, Stores, Purchase, Utilities and other departments for smooth production operations.

10. Monitor production processes and immediately report abnormalities, breakdowns, quality deviations, material shortages or other operational issues.
11. Ensure proper utilization of raw materials, packaging materials, manpower, machinery and other resources.
12. Assist in monitoring production efficiency, yield, wastage and process losses and support measures for improvement.
13. Ensure cleanliness, hygiene, housekeeping and safe working conditions within the assigned production area.
14. Ensure compliance with prescribed safety, hygiene, quality and food safety requirements and use of PPE.
15. Assist in implementation of corrective actions and continuous improvement initiatives.
16. Support accurate and timely entry of production and material-related information in SAP/ERP systems, wherever applicable.
17. Assist in preparing daily/shift-wise production reports and MIS for review by the reporting officer.
18. Ensure proper handover and takeover of production activities between shifts.
19. Perform any other production-related duties assigned by the competent authority/superior officer.

6. General Responsibilities

- Maintain professional conduct, discipline and confidentiality in all matters relating to the Corporation.
- Coordinate effectively with concerned departments and officers for smooth functioning of the assigned area.
- Comply with applicable Corporation policies, SOPs, statutory requirements, safety requirements and instructions issued by competent authority.
- Maintain accurate records and submit reports/returns within prescribed timelines.
- Use Corporation resources responsibly and contribute towards operational efficiency, cost control and continual improvement.
- Perform any other duties and responsibilities assigned from time to time by the competent authority.

7. Core Competencies

- Production supervision
- Process discipline
- Manpower coordination
- Record keeping
- Safety and hygiene awareness
- Problem-solving
- Teamwork

Performance Expectations

- The incumbent shall ensure timely completion of assigned responsibilities and maintain accurate, auditable records.
- The incumbent shall promptly escalate matters that may affect quality, production, safety, statutory compliance, security or Corporation property.
- The incumbent shall work collaboratively with concerned departments and comply with all applicable Corporation policies, SOPs and instructions.
- The incumbent shall contribute to continual improvement, efficiency, discipline and achievement of organizational objectives.