



POSITION DESCRIPTION

POSITION TITLE : Workshop Packing Coordinator/K4023

DEPARTMENT : PMG

CLASSIFICATION APPROVED BY : HR

REPORTING RELATIONSHIP

POSITION REPORTS TO : Workshop Manager

POSITIONS SUPERVISED : 6-10

POSITION PURPOSE

Flexible to hold all packing activities required for shop fittings deliveries.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Receiving detail information on monthly dispatching schedule
- Assigning packing job as per priorities.
- Preparing daily labor allocation and forward further.
- Coordinating with office coordinator in order to receive ordered items as schedule.
- Regular coordination between concern staff to schedule priority shops.
- Arranging all items in advance which required as per shop fittings.
- Coordinating with Material Planner to ensure Sales Order are being raised as per requirements and lay outs.
- Coordinating with production supervisor to ensure all information provide are unchanged.
- Quality check done before moving any painted item from premises.
- All return fittings from shop closure are re pack and reuse as per schedule.
- Weekly reports forwarded to immediate manager along with performance evaluation of the staff.
- Cross check all the items before moving to packing section.
- Maintaining inventory of all items located in the WS prior to delivery.
- Inventory of all machines and power tools to be maintain and updated.

PERSONAL CHARACTERISTICS:

- Dynamic
- Efficient
- Cooperative

PERFORMANCE MEASUREMENTS

- To receive production schedule in well advance.
- To forward request to raise SO
- To receive all finish items dully quality check.
- To ensure all deliveries are carefully checked before dispatch.



QUALIFICATIONS \ REQUIREMENTS:

- Higher secondary Standard with relevant experience
- Knowledge in MS Office would be an advantage
- 8 Years experience

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Alongside each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Drive for Results - 2
- Creativity - 1
- Integrity and Trust - 2
- Team Work - 2
- Priority Setting & Time Management - 2
- Developing Others - 2
- Job Knowledge - 2
- Valuing Diversity - 2

Department Head:

Employee: