



# KAIVANYA EXTRUSION TECHNIK

2905, PHASE-IV, GIDC VATVA, AHMEDABAD - 382445, GUJARAT, INDIA  
TELEPHONE: 079-48979160 | 079-48999160 | MO: +91 9979879160, +91 9426079160,  
E-MAIL: kiran@kaivanyaextrusion.com; hr@kaivanyaextrusion.com

## JOB DESCRIPTION

- Handle Production Planning and control as per production schedules.
  - Determining quality control standards.
  - Monitor production status and ensure timely delivery.
  - Identify delays and accordingly adjust schedules to meet deadlines.
  - Selecting, ordering and purchasing materials
  - Organizing the repair and routine maintenance of production equipment.
  - Supervising the work of junior staff
  - Ensure that finished products meet quality standards and customer specifications.
  - Check the quality of material received from the vendor as per our drawing standard.
  - Inside & Outside QC.
  - QC of Running Order & Generate QC Report
  - QC of Repairing Job & Generate QC Report
  - Take Rough Sketch in Factory & Outside at Customer Site.
  - Drawing make as per Rough Sketch.
  - Making Drawing as per requirement of Production needed
  - Submit Daily Report
1. Prepare a daily to-do list for the team and discuss it with the team in the morning and distribute work accordingly. Take a report of work in the evening as per the checklist.
  2. To Do Work Morning & Evening
  3. Every Job Status Customer wise Every Morning
  4. Every Job Status Challan Wise Every Morning
  5. Keep Track record of all production Process



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## Qc Instruments List

- Vernier Caliper
- Micrometer
- Measure Tape
- Thread Gauge
- Id / Od Caliper
- Vernier Height Gauge
- Angle Protector
- Radius Gauge