Job Description

|  |
| --- |
| **1. JOB DETAILS:** |
| **Position Title:** | **Production Head** |
| **Company/Location** | 3D Future Technologies Pvt. Ltd. /Pune |
| **Reports to:** | Senior General Manager and Head of Design Services |
| **Date Prepared/Revised:** | 6th January, 2021 |
| **Email ID** | hr@flashorthodontics.in |

|  |
| --- |
| **2. OVERVIEW OF COMPANY** |
| A start-up from Ador Group in the field of 3D Printing with a special interest in healthcare. The company has ambitious & aggressive plans in orthodontic market with its brand of clear aligners,Flash Orthodontics. To know more about us please log on to [www.flashorthodontics.in](file:///C%3A%5CUsers%5CSadaf%20Shaikh%5CDesktop%5CRupali%5Cwww.flashorthodontics.in). Subsidiary of the ADOR Group – (established in 1908 with its core businesses in Industrial Products & Services). More at – [www.3dfuturetechnologies.com](http://www.3dfuturetechnologies.com/). |

|  |
| --- |
| **3. OVERALL JOB PURPOSE:** |
| To handle the entire production facility smoothly and ensure timely production with maintaining high quality standards. |

|  |
| --- |
|  **4. KEY ACCOUNTABILITIES:** |
| 1. Responsible for timely production while maintaining high quality and hygiene standards
2. Team management
3. Production planning and execution
4. Aim to reduce production cost
5. Inventory planning and management
6. Vendor management
7. Coordinating with various teams on production
8. Handling various email IDs to ensure communication is not missed
9. Ensuring correct and timely billing
10. Responsible for Audits in relation to accounting
11. Ensure ISO certification process is complete, and processes followed
12. Responsible for any further quality processes that may be taken up in the future
13. Team training and performance evaluation
14. Responsible for KRA and appraisal process
15. Hiring relevant team members as and when vacancies arise
16. Team motivation
17. Purchase (Domestic and International)
 |

|  |
| --- |
| **5. QUALIFICATIONS, EXPERIENCE & SKILLS:** |
| **Qualifications:*** Graduate/MBA

**Experience:*** 10+ years of experience in Operations
* Worked in a Lab/Hospital/Start-up/Medical Devices/ Healthcare set-up (preferred)
* Worked with ISO and FDA standards (preferred)

**Job-Specific Skills:*** Quick Learner
* Attention to detail
* Team Management
* Training and people development
* Advanced MS-Office skills
* Ability to think proactively
* Decision making
* Negotiation skills
 |