**Terms of Reference**

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| **Designation** | HoD / Manager - Tool Room Operations |
| **Qualification** | * B.E./B.Tech. in Mechanical Engg. with 10 years of experience OR * Diploma in Mechanical Engg. with 15 years of experience |
| **Age** | 35 + Years |
| **Experience** | Working Experience in Production Workshop/Industry/Tool Room Operations |
| **Roles & Responsibilities** | 1. Organize and achieve production targets of machining line as per cycle time or customer requirements. 2. Marketing and liaising with customers, external agencies, suppliers, third party agencies for successful production/project work execution, additional costing & price calculations. 3. New Product Development and Vendor Development. 4. Reduce consumable costs and Mechanical Maintenance activities in Machine shop. 5. CNC Programming & Operation, Fixtures and Tooling System for various Machines /Controllers. 6. Ensure safety, support in improving quality with TQM. 7. Documentation/correspondence/report preparation for customer and internal correspondence. 8. Conduct training programs to enhance the skills of the subordinates for improving quality & productivity. |
| **Remarks** | Training cum Production Centre is a separate profit centre and it demands meeting production target, handling team, finding new clients, meeting quality standards with timely delivery. |