



### Job Description

<b>Designation:</b>	PPC Manager	<b>Job Location:</b>	Ludhiana
<b>Department:</b>	Consulting	<b>Grade/ Level:</b>	L2 - B
<b>Direct Reporting To:</b>	GM Consulting	<b>Direct Reportees:</b>	None
<b>New Position/ Back Fill:</b>	New	<b>No. of openings:</b>	2

#### **Introduction:**

As the name defines, we are exclusively for MSME (Micro Small & Medium Enterprise). We understand the efforts put by an entrepreneur to run a business on a daily basis. We work as a catalyst for imparting clarity in concepts related to business through a highly experienced team in a cost-effective manner.

In consulting space, our projects are generally for 6 months on Renewal basis along with your subject we work on Sales, Financial Management, Business Administrations & Operations, HR, I.T and other management aspects which make businesses more organized and scalable. In these projects, we map a consultant who visits client's business at regular intervals for the period of 6 months on Renewal basis and implement the defined SOW of the project.

The Detail training of each and every aspect of a project is given to consultant on regular intervals.

**Job Purpose:** Consultant will be responsible for several projects in 6 months at one go, he/she will visit client's business at regular intervals to enhance the productivity of the client.

#### **Responsibilities:**

- Coordination production workflow for one or multiple products.
- Plan and prioritize operations to ensure maximum performance and minimum delay.
- Determine manpower, equipment and raw materials needed to cover production demand.
- Assign workers and other staff to particular production operations.
- Prepare and submit status and performance reports.
- Collaborate with quality control, warehouse and other staff.
- Responsible for client's turnover growth as agreed in the SOW.
- Maintain a healthy relationship with clients and ensure retention post completion.
- Responsible for adhering all policies and processes of MSME Consulting and participating in various pieces of training, reading sessions etc. conducted by MSME Consulting and updating self on knowledge of various industries, cross-functional Teams, and business acumen.
- Maintaining MIS, Month Plans, Doable Sheets and other report regularly



<b>Requisite Skills:</b>	<ul style="list-style-type: none"><li>▪ Proven experience as Production planner</li><li>▪ Excellent knowledge of production, planning and control principles.</li><li>▪ Strong organizational and problem-solving skills.</li><li>▪ Excellent communication abilities.</li><li>▪ Good at math's and statistics.</li><li>▪ Proven expertise in production and cost cutting.</li></ul>		
<b>Education:</b>	Post Graduate with Mechanical Engineering		
<b>Relevant Experience:</b>	More than 6 Years		
<b>Will Travel:</b>	Yes	<b>Gender:</b>	Male