

Bithika Innovates Private Limited invites applications from self motivated, sincere and goal oriented candidates for the following post and vacancies. Please read the instructions and advertisement carefully before applying.

Instructions:

1. All applications along with necessary documents must be self attested, scanned and forwarded to email id bithikainnovates@gmail.com with subject line as

APPLICATION FOR THE POST OF..... (Post Name).

2. Applications received with improper subject line will be summarily rejected.
3. Please adhere strictly to the advertisement and do not apply if you do not fulfil the employment criteria.
4. Please give valid email id and mobile number for future communications.
5. Selected applicants will be communicated via email only for interview on stipulated date and time.
6. Applicants must bring original certificates and Curriculum vitae duly completed, signed and with recent passport size coloured photograph duly affixed (not stapled) at the time of interview.
7. Selected eligible candidates will be issued offer letter and date of joining through email after any point of time based on company's requirement. No queries on date of joining will be entertained.
8. Company reserves the right to accept /reject applications.
9. Selection for the posts will be based on best eligible candidates per company's requirements and no (R) no queries from non selected candidates will be entertained.
10. Validity of advertisement: ***Till the time this advertisement appears in the website.***

Post: **PRODUCTION MANAGER**

No. of vacancies: **01**

Gender: **No Bar**

Age limit: **Must be above 18 years and below 35 years of age as on date of application.**

Pay & Perks: **Negotiable** (includes Pay + Conveyance allowance + ESIC + EPF)

Job Profile:

- (a) **To manage and control project based production targets.**
- (b) **To manage, control and coordinate technical staff in production.**
- (c) **To maintain records of all activities on the production floor and work consistently on waste reduction and maximum optimisation.**
- (d) **To ensure work safety of machinery, tools and personnel and adhere to safety rules to maintain industry standards.**
- (e) **To coordinate with Accounts in inventory management and procurement.**
- (f) **To ensure timely maintenance and upkeep of machinery and tools.**
- (g) **Timely updation of data in work flow management.**
- (h) **Maintain the privacy of technical information and when necessary, backup databases.**
- (j) **Ensure fault rectification of machinery and products.**
- (k) **To ensure proper testing and documentation of product(s)**
- (l) **Technical communication with clients and for product brochures etc.**
- (m) **To ensure periodic OJT of technical staff and documentation of the same.**
- (n) **To ensure product quality and quality of service.**
- (o) **Design and develop prototypes.**
- (p) **Meet and exceed customer expectations for resolutions, and work closely with other organizations where necessary.**
- (q) **Foster team work and best working environment for employees to achieve best employee experiences and business results.**

**** The above job profile is not limited and is all exclusive.**

Educational qualifications:

- 1. Minimum B Tech or equivalent in Electronics/Electrical/ Instrumentation/ E&T with at least 65% marks or a CGPA of 7 (in a scale of 10) from a recognised university. Freshers need not apply.**
- 2. Diploma/ Advanced Diploma in Computer applications.**
- 3. Must be proficient in reading writing and speaking in English, Hindi and/or Bengali.**

Experience criteria:

- 1. Must have minimum 7 years experience as a technical supervisor in a reputed company.**
- 2. Must be experienced in SMT production line.**
- 3. Must have knowledge of various test equipment and tools especially photometric.**
- 4. Must have advanced computer skills on multiple platforms.**
- 5. Knowledge of PCB design and layout preferable.**
- 6. Must have the ability to lead and coordinate work efforts and complete project targets in a time bound manner.**
- 7. Must have experience in technical communications.**

Documents required:

- 1. Self attested, scanned copies of educational qualification certificates and Date of birth.**
- 2. Identity proof (any one of the following - Aadhar Card/ PAN Card/ Voter ID card)**
- 3. Last employer release letter and/or previous employer's pay certificate (compulsory)**
- 4. Experience certificates.**

Mode of application: **Online (through email only)**

*** Please forward curriculum vitae and 'expected CTC' along with supporting documents to email id- bithikainnovates@gmail.com only. Phone calls/whatsapp messages will not be entertained.**