

Job opening positions

Name of the positions	Gross salary
NC Autom.&El. Specialist	2.093
NC Electrician Equipment owner 3	1.615
NC Electrician Equipment owner 4	1.831
NC Equipment owner 2	1.379
NC Equipment owner 4	1.831
NC Maintenance Lead	2.302
NC Maintenance Lead Electrical	2.302
NC Production Scheduler	2.093
NC QA Chem Lab Technician 1	1.615
NC QA Technician 1	1.379
NC U&F Electrician 1	1.831
NC U&F Technician 1	1.831
NC Utility Engineer	2.302

binamandiri
Pte Ltd

Please send your CV to europe@binamandiri.sg

Subject : PNG - [Position] – Your Name

JOB DESCRIPTION

POSITION

Electronic and Automation Specialist

STATEMENT OF LIABILITY

Responsible for providing technical and administrative support to the Operations Team.

Responsible for maintaining machines and eliminating detected defects as early as possible with the aim of achieving continuous production. Respects working procedures, defined processes and work instructions. Uses knowledge to optimize and achieve efficient production within all production parameters. Participates in preventive maintenance, and keeps assigned documentation accurate and up-to-date. Actively participates in project activities.



MAIN RESPONSIBILITIES

- Monitoring the operation, correctness and condition of electrical equipment within production and supporting technical systems
- Independently performing electrical maintenance procedures in accordance with work instructions, manufacturer's documentation and preventive maintenance plan
- Independently performing electrical installation and assembly procedures and coordinating other electrical contractors and providers of maintenance services for production equipment and systems
- Participation in the preparation of planned preventive and planned corrective maintenance
- Inspection, maintenance and replacement of electrical and electronic components on equipment
- Diagnosing faults and errors on machines and electrical cabinets
- Participation in the installation of production equipment and machines
- Systems engineering and solving engineering problems

- Monitoring the operation of equipment and machines and performing electrical adjustments and corrective procedures
- Continuous monitoring and ensuring product quality
- Programming machine control units in accordance with technical documentation
- Preparation of technical documentation (schemes, work instructions), understanding single-pole and three-pole electrical schemes
- Testing process equipment signals, low voltage electrical consumers and process instrumentation
- Responsible for maintaining and updating electronic documentation
- Actively participating in production order changes
- Providing support during training and development of machine operators
- Provides support to the trainer (Production Engineering) in conducting electrician training based on process downtime (PF) and machine breakdowns (BDE)
- Communicates with external service providers in order to eliminate downtime and machine breakdowns
- Actively works on standardizing machine settings
- Actively participates in the development of standards, procedures and work instructions
- Ensures the achievement of OEE goals, planned and unplanned downtime
- Strictly applies IWS standards (CIL, CL, DH, KAIZEN, BDE, MP&S)
- Adheres to EHS standards and house rules and 5S standards
- Is thoroughly familiar with EHS policies and procedures and ensures compliance with EHS standards during work
- Ensures that all tools and materials used are suitable, safe and compliant with relevant company standards and requirements
- Acts as BAT ambassador to business customers and all interested parties as necessary
- Complies with all activities specified in processes and general acts, as well as the Company's procedures, especially those of its own department/function

Poštuje sve ostale aktivnosti u skladu s potrebama i zahtjevima poslodavca

Responsible for the quality of work, monitoring and preparation of reports and documentation in accordance with the standards of the acceptable and legal framework

- If necessary, trains and professionally improves locally or externally in order to acquire professional qualifications and/or improve abilities and skills in accordance with the company's decision

- Critically evaluates own function and suggests ways to improve the performance of the department as a whole and initiates improvements in profitability and efficiency
- Proactively evaluates standard procedures and indicates to superiors the current state and suggests improvements
- Conducts activities in accordance with laws and regulations on environmental protection, occupational safety and fire protection and internal EHS standards and BAT Group procedures
- Complies with the local legal framework, internal norms, rules and procedures of BAT Group
- Complies with business continuity management
- Performs all other tasks delegated by the superior
- Is certified in general health in accordance with the requirements of the BAT Group workplace and legal regulations

ADDITIONAL INFORMATION



I. Knowledge, skills, experience

- University degree/College degree (electronics, electrical engineering, automation)
- • Experience in production is desirable
- • Responsible, with the ability to prioritize work and plan
- • Able to work under pressure and manage time effectively
- • Possesses excellent record-keeping skills
- • Has an interest in discovering and solving problems (using IWS tools)
- • Possesses good communication skills, organizational skills, meticulousness and reliability in performing business tasks
- • Understands single-pole and three-pole electrical diagrams
- • Possesses significant experience necessary for transferring knowledge to others
- • Participates in the implementation of IWS, assists the Line Manager in building an IWS culture within the team
- • Understands IWS DMS to the level necessary for transferring knowledge to electricians/automation engineers
- • Good knowledge of English and computer skills (MS Office, Microstation, AutoCad, SAP, Eplan)
- Team player

II. Success factors

- Realization of the production plan
- Maintenance of equipment in basic condition

III. Working relationship

Internal

- Maintains good relations with the Production Maintenance Manager, Production Engineering Manager, Specialists within the PE department, Maintenance Managers within line structures, technicians and electricians, Project Engineers

External

- Maintains good relationships with contractors and service providers for maintenance of production equipment and systems

IV. Additional comments

- Possibility of advancement to higher positions, in accordance with qualifications for the position
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ROLE PROFILE

JOB TITLE

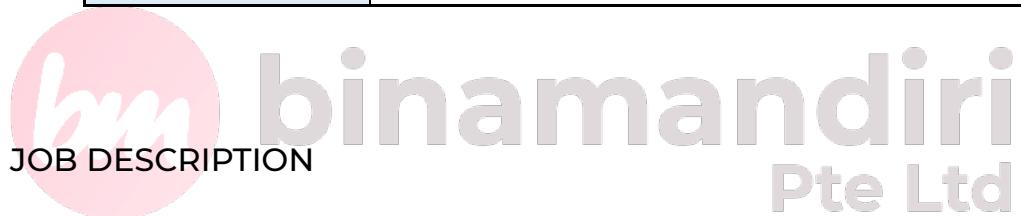
**Electrician Equipment
Owner EO3**

PURPOSE STATEMENT

Is the Owner of a machine or equipment part from an electrical perspective. The responsibilities include maintaining the electrical equipment to support production and troubleshooting the root causes of equipment failures. All work is conducted in compliance with processes, procedures, and work instructions, with a special focus on workplace safety standards and the implementation of the IWS approach.

KEY ACCOUNTABILITY

Operative skills	Knowledge of working with multiple machines within the same process (Make and Pack)
Technical skills	Electrotechnical knowledge (able to perform standard procedures on different equipment independently)
Functional skills	Can train and teach QA & EHS & TPD and others
Leadership/Training skills	Demonstrates HPO ÐOS behaviors
IWS skills	AM qualified, PM theoretical knowledge, Is an EO



Working in a safe manner

- Participation in training and workshops related to working safely
- Successful completion of necessary exams and obtaining proof of practical competence in working safely
- Compliance with all standards related to working safely, including the use of personal protective equipment and designated work equipment
- Taking care of equipment, cleanliness, and tidiness of the workspace, as well as the condition of tools (5S)
- Regular attendance of medical examinations, in accordance with applicable laws and internal regulations
- Training for conducting safety observations (PULSAR) and regular implementation of such observations
- Reporting all identified deficiencies and incidents related to EHS and safe working

- Collaboration with colleagues, superiors, and other departments on matters of working safely
- Training new employees on working safely

Product Quality Assurance

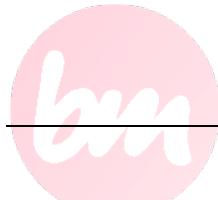
- Actively participates in reducing quality issues and understands the impact of machine operation, parameters, defects, and adjustments on product quality. Provides guidance to Equipment Owners on these matters.
- Participates in product changeovers according to defined procedures and ensures product quality and integrity.
- When necessary, utilizes their expertise to contribute to resolving quality incidents and works on corrective and preventive actions.
- Teaching new employees, equipment owners, and junior colleagues about product quality and the impact of electrical adjustments on product quality

Production Processes

- Completion of all trainings and qualifications for working on assigned machines
- Trained to operate assigned machines and equipment.
- Has knowledge of electrical maintenance for multiple assigned equipment (e.g., various types of makers, packers, etc.)
- Performs all necessary electrical maintenance tasks to support production (e.g., checking safety electrical devices on machines, inspecting and maintaining electrical cabinets in the production area, etc.)
- Works on troubleshooting and resolving equipment malfunctions
- Independently carries out electrical maintenance tasks according to work instructions, manufacturer's documentation, and preventive maintenance plan
- Monitors equipment and performs electrical adjustments and corrective actions
- Diagnoses faults and errors in electrical cabinets
- Conducts inspection, maintenance, and replacement of electrical and electronic components on equipment
- Participates in daily and weekly cleaning of electrical parts and cabinets
- Defined as the equipment owner for specific equipment or machines and understands the operating principles and components of the assigned equipment
- Contributes to the execution of the production plan for the assigned equipment through their work

- Achieves production and personal goals, such as MTBF, OEE, Waste, Q2, etc.
- Participates in and works according to the IWS approach by implementing introduced DMS (e.g., CL, CIL, DH, CO, etc.)
- Uses all introduced IWS tools to reduce losses on the machine (e.g., 6W2H, Why-Why, UPS, etc.)
- Uses all other related documentation (e.g., Change Product Checklist, OPL, Machine Cleaning Checklist)
- Receives training and qualification according to AM work steps
- Continuously develops knowledge about machine operation, losses, and improvements
- Identifies more complex defects and understands their impact on machine performance
- Can address standard problems and defects on their part of the machine, including replacement if necessary
- Can search for spare parts in technical documentation and check their availability through SAP
- Further develops technical knowledge on the assigned equipment
- Is trained and qualified according to PM steps
- Fully understands CL settings and can propose improvements and new CLs.
- Creates documentation (e.g., OPL, work instructions, CBA, SIMPTW) related to their equipment ownership
- Participates in defining improvement actions for machine performance and takes responsibility for implementing them, fully understanding the PDCA cycle
- Performs necessary preventive actions on his equipment
- Participates and assists in all agreed-upon trials, projects, installations, etc., on their equipment
- Independently performs product changes on assigned machines (electrical adjustments)
- Supports machine cleaning according to procedures and cleaning plans
- Prepares and conducts proper shift handover, participates in all necessary DDS meetings
- Maintains clear and complete communication within the department regarding issues and events related to the assigned equipment and machines
- When necessary, and in the absence of staff or increased workload, can also work operationally on assigned machines
- Performs all other activities as required by the Employer

- Responsible for personal development in operational/technical/process knowledge according to the applicable Knowledge Matrices and Step-Up Cards (SUC)
- Flexible and adaptable to changes in processes and procedures
- Acts as a BAT ambassador towards business partners and stakeholders, if necessary.
- Respects all activities specified in the processes, regulations, and general company procedures, particularly those of their own department/function.
- Accountable for the quality of work, monitoring, and fulfilling all necessary documentation requirements.
- Accepts training and professional development as required, either locally or externally, to acquire professional qualifications and skills in accordance with the company's decision.
- Critically evaluates their own function and proposes ways to improve efficiency for the benefit of the department as a whole.
- Proactively assesses standard procedures, identifies shortcomings, and suggests improvements to superiors.
- Engages in positive, professional, problem-solving, and helpful communication with colleagues and all other parties involved.



ADDITIONAL INFORMATION

I. Knowledge, skills, experience

- Minimum high school degree (electrical field), 2 years of experience working in the electrical field
- Completion of all electrical and other trainings for T3 according to the applicable Knowledge Matrices and Step Up cards (SUC)
- Flexibility.
- Ability to work in a team.
- Basic computer skills.
- Document management.

II. Additional comments

- Work structure in three shifts and as needed, 24/7
- Noisy work environment, the use of personal protective equipment is mandatory (SMD/FMD)

JOB TITLE**Electrician Equipment EO4****PURPOSE STATEMENT**

Is the Owner of a machine or equipment part from an electrical perspective. The responsibilities include maintaining the electrical equipment to support production and troubleshooting the root causes of equipment failures. All work is conducted in compliance with processes, procedures, and work instructions, with a special focus on workplace safety standards and the implementation of the IWS approach.

**KEY ACCOUNTABILITIES**

Operative skills	Knowledge of working with multiple machines within the same process (Make and Pack)
Technical skills	Advanced Electrotechnical knowledge (able to perform all preventive and corrective procedures independently)
Functional skills	Can train and teach QA & EHS & TPD and others
Leadership/Training skills	Can train and teach HPO ÐOS Ponašanja
IWS skills	AM qualified, PM qualified, Is an EO

JOB DESCRIPTION**Working in a safe manner**

- Participation in training and workshops related to working safely

- Successful completion of necessary exams and obtaining proof of practical competence in working safely
- Compliance with all standards related to working safely, including the use of personal protective equipment and designated work equipment
- Taking care of equipment, cleanliness, and tidiness of the workspace, as well as the condition of tools (5S)
- Regular attendance of medical examinations, in accordance with applicable laws and internal regulations
- Training for conducting safety observations (PULSAR) and regular implementation of such observations
- Reporting all identified deficiencies and incidents related to EHS and safe working
- Collaboration with colleagues, superiors, and other departments on matters of working safely
- Training and mentoring new employees on working safely

Product Quality Assurance

- Actively participates in reducing quality issues and understands the impact of machine operation, parameters, defects, and adjustments on product quality. Provides guidance to Equipment Owners on these matters.
- Participates in product changeovers according to defined procedures and ensures product quality and integrity.
- When necessary, utilizes their expertise to contribute to resolving quality incidents and works on corrective and preventive actions.
- Teaching new employees, equipment owners, and junior colleagues about product quality and the impact of electrical adjustments on product quality

Production Processes

- Completion of all trainings and qualifications for working on assigned machines
- Trained to operate assigned machines and equipment.
- Has advanced knowledge of electrical maintenance of all production equipment
- Performs all necessary electrical maintenance tasks to support production (e.g., checking safety electrical devices on machines, inspecting and maintaining electrical cabinets in the production area, etc.)
- Works on troubleshooting and resolving equipment malfunctions
- Independently carries out electrical maintenance tasks according to work instructions, manufacturer's documentation, and preventive maintenance plan

- Monitors equipment and performs electrical adjustments and corrective actions
- Diagnoses faults and errors in electrical cabinets
- Provides guidance, training, and mentorship to junior colleagues in the field of electrical maintenance
- Conducts inspection, maintenance, and replacement of electrical and electronic components on equipment
- Participates in daily and weekly cleaning of electrical parts and cabinets
- Defined as the equipment owner for specific key equipment or machines (level A) and understands the operating principles and components of the assigned equipment
- Contributes to the execution of the production plan for the assigned equipment through their work
- Achieves production and personal goals, such as MTBF, OEE, Waste, Q2, etc.
- Participates in and works according to the IWS approach by implementing introduced DMS (e.g., CL, CIL, DH, CO, etc.)
- Uses all introduced IWS tools to reduce losses on the machine (e.g., 6W2H, Why-Why, UPS, etc.)
- Uses all other related documentation (e.g., Change Product Checklist, OPL, Machine Cleaning Checklist)
- Receives training and qualification according to AM work steps and has ownership over defined losses
- Actively suggests improvements for the IWS processes and other procedures
- Continuously develops knowledge about machine operation, losses, and improvements
- Is trained and qualified according to PM steps
- Is capable of restoring the machine to its baseline condition by addressing various types of issues and defects, performing all necessary electrical interventions, part replacements, and adjustments
- Can search for spare parts in technical documentation, check their availability through SAP, retrieve spare parts from the warehouse, and initiate corrective orders
- Leads and performs all required preventive tasks
- Has created more complex documentation (e.g. OPL, work instructions ,CBA, SIMPTW...) related to machines
- Participates in defining improvement actions for machine performance and takes responsibility for implementing them, fully understanding the PDCA cycle
- Leads all major actions related to troubleshooting, breakdowns, and equipment maintenance on their assigned machines

- Takes charge or participates, as needed, in all agreed-upon trials, projects, installations, and similar activities on their assigned machines.
- Independently performs product changes on assigned machines (electrical adjustments)
- Supports machine cleaning according to procedures and cleaning plans
- Prepares and conducts proper shift handover, participates in all necessary DDS meetings
- Maintains clear and complete communication within the department regarding issues and events related to the assigned equipment and machines
- When necessary, and in the absence of staff or increased workload, can also work operationally on assigned machines
- Performs all other activities as required by the Employer



Collaboration and communication

- Responsible for personal development in operational/technical/process knowledge according to the applicable Knowledge Matrices and Step-Up Cards (SUC)
- Flexible and adaptable to changes in processes and procedures
- Acts as a BAT ambassador towards business partners and stakeholders, if necessary.
- Respects all activities specified in the processes, regulations, and general company procedures, particularly those of their own department/function.
- Accountable for the quality of work, monitoring, and fulfilling all necessary documentation requirements.
- Accepts training and professional development as required, either locally or externally, to acquire professional qualifications and skills in accordance with the company's decision.
- Critically evaluates their own function and proposes ways to improve efficiency for the benefit of the department as a whole.
- Proactively assesses standard procedures, identifies shortcomings, and suggests improvements to superiors.
- Engages in positive, professional, problem-solving, and helpful communication with colleagues and all other parties involved.
- Can adequately transfer knowledge (train) in their field of work

ADDITIONAL INFORMATION

I. Knowledge, skills, experience

- Minimum high school degree (electrical field), 4 years of experience working in the electrical field
- Completion of all electrical and other trainings for T4 according to the applicable Knowledge Matrices and Step Up cards (SUC)
- Flexibility.
- Ability to work in a team.
- Good computer skills.
- Document management

II. Additional comments

- Work structure in three shifts and as needed, 24/7
- Noisy work environment, the use of personal protective equipment is mandatory (SMD/FMD)



PURPOSE STATEMENT

Ensuring proper and continuous production processes on assigned equipment and machines.

All actions in accordance with production plan requirements, specifications, product quality, while adhering to all work safety standards and the IWS (Integrated Work Systems) approach.

KEY ACCOUNTABILITIES

Operative skills	Knowledge of working with multiple machines (make and pack)
Technical skills	Basic technical knowledge (Minor repairs and troubleshooting)
Functional skills	Qualified for QA & EHS & TPD and teach others
Leadership/Training skills	Demonstrates HPO ÐOS behaviors Can train and teach operational skills
IWS skills	AM qualified, owner of equipment at level B

JOB DESCRIPTION

Working in a safe manner

- Participation in training and workshops related to working safely
- Successful completion of necessary exams and obtaining proof of practical competence in working safely
- Compliance with all standards related to working safely, including the use of personal protective equipment and designated work equipment
- Taking care of equipment, cleanliness, and tidiness of the workspace, as well as the condition of tools (5S)
- Regular attendance of medical examinations, in accordance with applicable laws and internal regulations
- Training for conducting safety observations (PULSAR) and regular implementation of such observations
- Reporting all identified deficiencies and incidents related to EHS and safe working
- Collaboration with colleagues, superiors, and other departments on matters of working safely
- Teaches new employees about safe working

Product Quality Assurance

- Responsibility for product quality on assigned machines
- Working according to product specifications with control of all used materials

- Regular implementation of all defined product quality controls, following the Quality Control Plan (QCP)
- Reporting observed deficiencies and potentially non-conforming products (NCP), and taking actions to rectify and prevent them
- Teaching new employees about product quality and the impact of machine parameters on product quality

Production Processes

- Completion of all trainings and qualifications for working on assigned machines
- Trained to work on multiple machines from different processes (e.g., can work on both production machines and packaging machines) - production flexibility
- Work on assigned machines and equipment while adhering to all company work procedures and equipment-related instructions, activities, and processes
- Responsible for executing the production plan on the assigned equipment
- Achievement of production and personal goals, such as MTBF, OEE, Waste, Q2, etc.
- Participation and work in accordance with the IWS (Integrated Work Systems) approach, through the implementation of established DMS (e.g., CL, CIL, DH, CO, etc.)
- Using all implemented IWS tools to reduce losses on the machine (e.g., 6W2h, Why-Why, UPS, etc.)
- Using all other supporting documentation (e.g., Product Change Checklists, OPL, Machine Cleaning Checklists)
- Training and qualification according to the AM (Autonomous Maintenance) work steps and ownership of defined losses
- Continuous development of knowledge about machine operation, losses, and improvements
- Owner of a part of equipment or a part of a machine at level B
- Understands the operating principles and all components of their machine part
- Detects significant defects and understands their impact on machine operation
- Is capable of resolving complex problems and defects on their part of the machine, including the replacement of delivered parts
- Fully understands the setup related to CL (Centerline), and can propose improvements and new CLs
- Created accompanying documentation (e.g., OPL, work instructions...) related to their ownership
- Understands the process of defining improvement actions and the PDCA (Plan-Do-Check-Act) cycle
- Can provide operational training and mentorship to new employees

- Actively participates in resolving major equipment issues, breakdowns, and equipment maintenance on their assigned machines, collaborating with experienced colleagues.
- Participates and assists in all agreed-upon tests, projects, installations, and similar activities on their assigned machines.
- Independently performs product changeovers on assigned machines and trains new employees in product changeovers.
- Performs machine cleaning according to the procedure and cleaning schedule
- Responsible for proper waste segregation and disposal
- Prepares and ensures proper shift handover, participates in all necessary DDS's
- Clear and thorough communication within the department regarding issues and events related to the assigned equipment and machines
- Performs all other activities as required and requested by the employer



- Responsible for personal development in operational/technical/process knowledge according to the applicable Knowledge Matrices and Step-Up Cards (SUC)
- Flexible and adaptable to changes in processes and procedures
- Acts as a BAT ambassador towards business partners and stakeholders, if necessary.
- Respects all activities specified in the processes, regulations, and general company procedures, particularly those of their own department/function.
- Accountable for the quality of work, monitoring, and fulfilling all necessary documentation requirements.
- Accepts training and professional development as required, either locally or externally, to acquire professional qualifications and skills in accordance with the company's decision.
- Critically evaluates their own function and proposes ways to improve efficiency for the benefit of the department as a whole.
- Proactively assesses standard procedures, identifies shortcomings, and suggests improvements to superiors.
- Engages in positive, professional, problem-solving, and helpful communication with colleagues and all other parties involved.
- Can effectively transfer knowledge (train employees) in their field of work

ADDITIONAL INFORMATION

I. Knowledge, skills, experience

- Minimum high school diploma (preferably in a technical field)
- At least 1 year of work experience on production machines
- Flexibility
- Ability to work in a team
- Basic computer literacy
- Successful completion of all T2 trainings according to the applicable Knowledge Matrices and Step-Up Cards (SUC)
- Documentation management skills



II. Additional comments

- Work structure in three shifts and as needed, 24/7
- Noisy work environment, the use of personal protective equipment is mandatory (SMD/FMD)

JOB TITLE

Equipment Owner 4

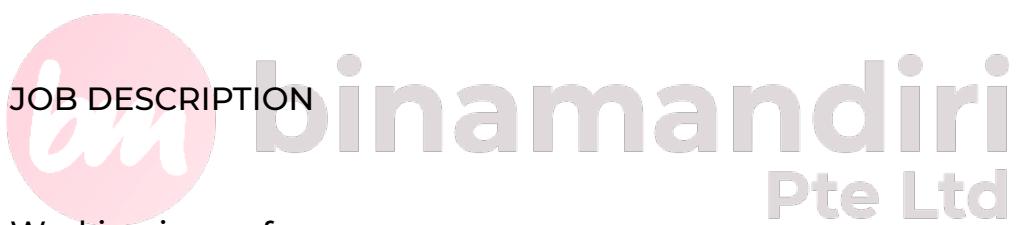
PURPOSE STATEMENT

Ensuring proper and continuous production processes on assigned equipment and machines.

All actions in accordance with production plan requirements, specifications, product quality, while adhering to all work safety standards and the IWS (Integrated Work Systems) approach.

KEY ACCOUNTABILITIES

Operative skills	Advanced operation knowledge, and training ability
Technical skills	Advanced technical knowledge (can perform all corrective and preventive activities independently)
Functional skills	Can train and teach QA & EHS & TPD and others
Leadership/Training skills	Can train and teach HPO & ETHOS behaviours Can train and teach operative and technical skills
IWS skills	AM & PM qualified, owner of equipment at level A



Working in a safe manner

- Participation in training and workshops related to working safely
- Successful completion of necessary exams and obtaining proof of practical competence in working safely
- Compliance with all standards related to working safely, including the use of personal protective equipment and designated work equipment
- Taking care of equipment, cleanliness, and tidiness of the workspace, as well as the condition of tools (5S)
- Regular attendance of medical examinations, in accordance with applicable laws and internal regulations
- Training for conducting safety observations (PULSAR) and regular implementation of such observations
- Reporting all identified deficiencies and incidents related to EHS and safe working
- Collaboration with colleagues, superiors, and other departments on matters of working safely
- Teaches new employees about safe working

Product Quality Assurance

- Responsibility for product quality on assigned machines
- Working according to product specifications with control of all used materials and raw ingredients
- Regular implementation of all defined product quality controls, following the Quality Control Plan (QCP)
- Reporting observed deficiencies and potentially non-conforming products (NCP), and taking actions to rectify and prevent them
- Teaching new employees about product quality and the impact of machine parameters on product quality

Production Processes

- Completion of all trainings and qualifications for working on assigned machines
- Advanced operative knowledge on machines in the same process
- Work on assigned machines and equipment while adhering to all company work procedures and equipment-related instructions, activities, and processes
- Responsible for executing the production plan on the assigned equipment
- Achievement of production and personal goals, such as MTBF, OEE, Waste, Q2, etc.
- Participation and work in accordance with the IWS (Integrated Work Systems) approach, through the implementation of established DMS (e.g., CL, CIL, DH, CO, etc.)
- Using all implemented IWS tools to reduce losses on the machine (e.g., 6W2h, Why-Why, UPS, etc.)
- Using all other supporting documentation (e.g., Product Change Checklists, OPL, Machine Cleaning Checklists)
- Actively proposes improvements to IWS standards and other processes
- Training and qualification according to the AM (Autonomous Maintenance) work steps and ownership of defined losses
- Continuous development of knowledge about machine operation, losses, and improvements
- Owner of a part of equipment or a part of a machine at level A
- Completely understands the operating principles and all components of their machine part
- Capable of fully restoring the machine to its base state and can train less experienced colleagues

- Able to resolve all types of problems and defects on the machine, including addressing mechanical interventions, parts replacements, and adjustments
- Can search for spare parts in technical documentation and check their availability through SAP, retrieve spare parts from the warehouse and open corrective work orders
- Leads and performs all necessary preventive tasks.
- Proposes improvements related to CIL tasks, CLs (Centerlines), and PM tasks.
- Possesses knowledge of PM Step 1
- Created more complex accompanying documentation (e.g., OPL, work instructions, CBA, SIMPTW...) related to their ownership
- Participates in defining actions to improve machine performance and takes responsibility for their implementation, fully understanding the PDCA cycle
- Can provide operational and technical training and mentorship to new employees
- Actively participates in resolving major equipment issues, breakdowns, and equipment maintenance on their assigned machines.
- Participates and assists in all agreed-upon tests, projects, installations, and similar activities on their assigned machines.
- Independently performs product changeovers on assigned machines, including format changes, and trains new employees in product changeovers/format changes.
- Performs machine cleaning according to the procedure and cleaning schedule
- Responsible for proper waste segregation and disposal
- Prepares and ensures proper shift handover, participates in all necessary DDS's
- Clear and thorough communication within the department regarding issues and events related to the assigned equipment and machines
- Performs all other activities as required and requested by the employer

Collaboration and communication

- Responsible for personal development in operational/technical/process knowledge according to the applicable Knowledge Matrices and Step-Up Cards (SUC)
- Flexible and adaptable to changes in processes and procedures
- Acts as a BAT ambassador towards business partners and stakeholders, if necessary.

- Respects all activities specified in the processes, regulations, and general company procedures, particularly those of their own department/function.
- Accountable for the quality of work, monitoring, and fulfilling all necessary documentation requirements.
- Accepts training and professional development as required, either locally or externally, to acquire professional qualifications and skills in accordance with the company's decision.
- Critically evaluates their own function and proposes ways to improve efficiency for the benefit of the department as a whole.
- Proactively assesses standard procedures, identifies shortcomings, and suggests improvements to superiors.
- Engages in positive, professional, problem-solving, and helpful communication with colleagues and all other parties involved.
- Can effectively transfer knowledge (train employees) in their field of work



ADDITIONAL INFORMATION

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I. Knowledge, skills, experience

- Minimum high school diploma (preferably in a technical field)
- At least 3 years of work experience on production machines
- Advanced technical knowledge
- Flexibility
- Ability to work in a team
- Basic computer literacy
- Successful completion of all T4 trainings according to the applicable Knowledge Matrices and Step-Up Cards (SUC)
- Documentation management skills

II. Additional comments

- Work structure in three shifts and as needed, 24/7
- Noisy work environment, the use of personal protective equipment is mandatory (SMD/FMD)

JOB TITLE Maintenance Lead

PURPOSE STATEMENT

Maintenance Lead is responsible for the production results of machines and equipment within their scope, through planning and implementation of preventive maintenance (PM) and reducing losses related to unplanned corrective maintenance interventions (PF, BKD).

They are responsible for building technical knowledge in Equipment Owners and restoring machines to baseline conditions. They promote the IWS way of working (100% involvement, zero loss mentality). They are responsible for building the capabilities of operational teams and equipment owners to deliver results that support CBN, and actively supports the implementation of IWS, with a focus on AM and PM pillars.



KEY ACCOUNTABILITIES

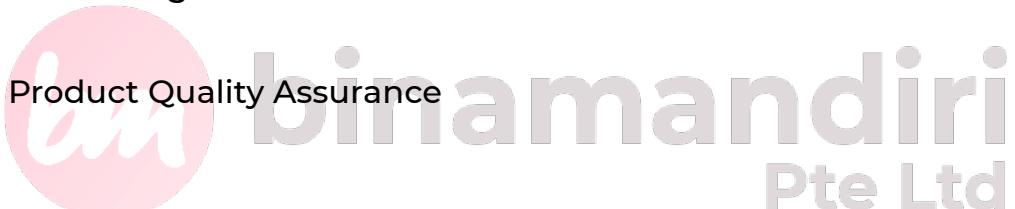
Operative skills	Advanced operational knowledge, training and knowledge sharing
Technical skills	Advanced technical knowledge, technical expert for some categories of machines/equipment
Functional skills	Can train and teach QA & EHS & TPD and others
Leadership/Training skills	Can train and teach HPO & ETHOS behaviors Can train and teach operative and technical skills Can lead teams
IWS skills	AM & PM qualified, can implement and train BDE, MP&S, DH

JOB DESCRIPTION

Working in a safe manner

- Participation in training and workshops related to working safely

- Successful completion of necessary exams and obtaining proof of practical competence in working safely
- Compliance with all standards related to working safely, including the use of personal protective equipment and designated work equipment
- Taking care of equipment, cleanliness, and tidiness of the workspace, as well as the condition of tools (5S)
- Regular attendance of medical examinations, in accordance with applicable laws and internal regulations
- Training for conducting safety observations (PULSAR) and regular implementation of such observations
- Reporting all identified deficiencies and incidents related to EHS and safe working
- Collaboration with colleagues, superiors, and other departments on matters of working safely
- Teaches equipment owners about safe working and potential dangers/risks



- Actively participates in reducing quality issues through knowledge of machine operation, understanding the impact of CL on quality parameters, and working on corrective and preventive actions in case of quality incidents.
- If necessary, they participate in quality incident resolutions within their expertise, working on corrective and preventive actions.

Production Processes

- Prepares and, in collaboration with Equipment Owners (EO), carries out preventive maintenance of machines (planning, preparation of preventive tasks, execution control, improvements) - PDCA cycle
- Develops and updates the annual maintenance plan in collaboration with PE specialists - proposes the creation of new or modification of existing PM tasks through a request to the PE specialist (task description, periodicity, SIMPTWW form).
- Creates and confirms monthly/weekly preventive and corrective plans and, with the assistance of PE specialists, defines priorities, required resources, and timely requests support from PE trainers and/or PE specialists
- Timely identifies unavailability of spare parts and, if necessary, raises a request for spare parts procurement to the PE specialist according to the Spare Parts Procurement Procedure

- Ensures the retrieval of spare parts and consumables from the warehouse by presenting an order or leaving a notice to the warehouse keeper (warehouse card, spare part retrieval form)
- Maintains the condition of assemblies through the workshop of assemblies and determines the need for procuring new assemblies (in collaboration with PE specialists)
- Takes care of tooling needs and requirements
- Actively participates in DDS meetings and execution of the daily plan, including reporting on MP&S tasks and breakdowns (PM cards) and keeping BD and PF logs
- Actively participates in MP&S DMS and BDE DMS meetings with other team members (MLs, PE specialists, other technical personnel)
- Gathers information from the technical staff, determines priorities for troubleshooting and defect resolution, and cascades tasks to senior shift technicians/electricians or shift technicians/electricians
- Acts as the owner of BDE and MP&S DMS at the Line Structure level
- Ensures rational use of spare parts and consumables
- Manages preventive and corrective work orders/tasks through the SAP system
- Constantly develops Equipment Owners (EO) for performing maintenance tasks and overall improvement of their technical knowledge
- Participates in EO Qualifications for technical SUC
- Initiates and/or participates in all necessary analyses related to technical issues (IPS, UPS, BD analyses, RCA/CAPA)
- Creates, teaches, and encourages the creation of more complex documentation (e.g., OPLs, work instructions, CBA, SIMPTW) related to the technical aspects of the machines
- Participates in and works according to the IWS approach by implementing all established DMS (e.g., CL, CIL, DH, CO, BDE, MP&S, etc.)
- Utilizes all implemented IWS tools to reduce machine losses (e.g., 6W2H, Why-Why, UPS, etc.)
- Actively proposes improvements to IWS standards and other processes, especially in terms of equipment maintenance
- Trained and qualified according to AM and PM work steps and takes ownership of assigned DMS, tools, losses, etc.
- Can train and teach AM and PM work methods
- Actively contributes with technical expertise to the development of 90-day plans aimed at reducing losses and improving machine performance
- Serves as a contact point for preventive maintenance
- Provides technical expertise as needed on major troubleshooting, breakdowns, and equipment maintenance on the machinery
- Provides essential support for developing countermeasures (CL, CIL, DH, PM, training) to reduce losses

- When necessary, leads or participates in agreed-upon product trials (MQS - technical feasibility and impact on performance) and equipment installations/modifications through VSU projects
- Provides support for format changeovers as needed and teaches improvement in execution
- Prepares and updates technical documentation for machines (manuals, catalogs, drawings, work instructions) in collaboration with PE specialists
- Responsible for maintaining and updating machine documentation
- Participates in the development of the technical training plan for EO and confirms it with the Line Lead and Cell Manager
Performs all other activities as required by the employer
- Ensures, within the area of responsibility, the implementation of all EHS requirements and works safely in accordance with legal regulations and company policies
- Ensures, within the area of responsibility, the execution of all other regulations, procedures, and standards in accordance with the company and group's policies



- Responsible for personal development in operational/technical/process knowledge according to the applicable Knowledge Matrices and Step-Up Cards (SUC)
- Flexible and adaptable to changes in processes and procedures
- Acts as a BAT ambassador towards business partners and stakeholders, if necessary.
- Respects all activities specified in the processes, regulations, and general company procedures, particularly those of their own department/function.
- Accountable for the quality of work, monitoring, and fulfilling all necessary documentation requirements.
- Accepts training and professional development as required, either locally or externally, to acquire professional qualifications and skills in accordance with the company's decision.
- Critically evaluates their own function and proposes ways to improve efficiency for the benefit of the department as a whole.
- Proactively assesses standard procedures, identifies shortcomings, and suggests improvements to superiors.
- Engages in positive, professional, problem-solving, and helpful communication with colleagues and all other parties involved.
- Can adequately transfer knowledge (train) in his field of expertise
- Point of contact and help in the area of expertise

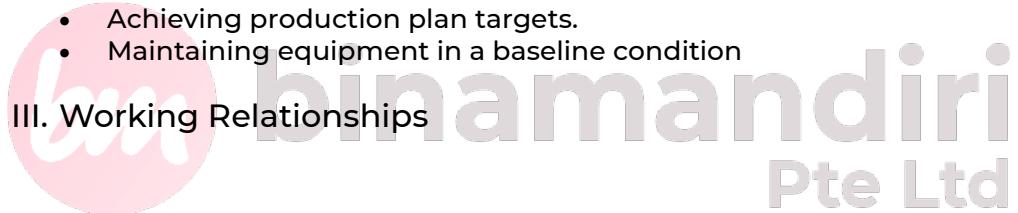
ADDITIONAL INFORMATION

- Knowledge, skills, experience
- High school diploma with technical qualifications along with several years of experience in manufacturing, or a bachelor's/master's degree in mechanical engineering or electrical engineering)
- Flexibility
- Ability to work in a team and lead teams
- Basic computer literacy
- Successful completion of all T6 trainings according to the applicable Knowledge Matrices and Step-Up Cards (SUC)
- Documentation management skills

II. Success Factors

- Achieving production plan targets.
- Maintaining equipment in a baseline condition

III. Working Relationships



Internal

Collaboration with Line Lead, Cell Manager, SMD Manager, PE Manager, Engineering & SS Manager, Specialists within PE department, other Maintenance Leads, Senior Shift Technicians/Electricians, Shift Technicians and Electricians, Project Engineers, R&RS team, and other production departments.

External

Collaboration with contractors and maintenance service providers for production equipment and systems (OEM, VSU team, etc.)

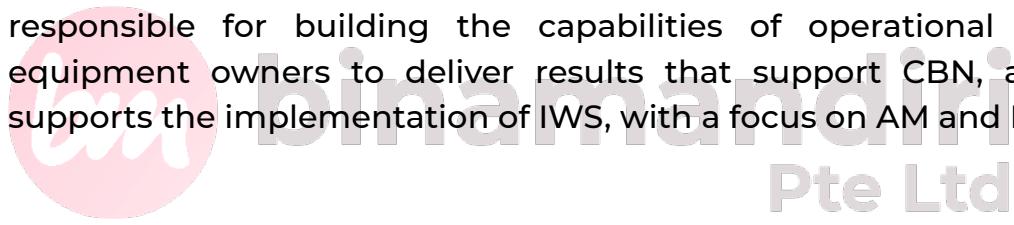
JOB TITLE

Electrical Maintenance
Lead

PURPOSE STATEMENT

Electrical Maintenance Lead is responsible for the production results of machines and equipment within their scope, through planning and implementation of preventive maintenance (PM) and reducing losses related to unplanned corrective maintenance interventions (PF, BKD).

They are responsible for building technical knowledge in Equipment Owners and restoring machines to baseline conditions. They promote the IWS way of working (100% involvement, zero loss mentality). They are responsible for building the capabilities of operational teams and equipment owners to deliver results that support CBN, and actively supports the implementation of IWS, with a focus on AM and PM pillars.



KEY ACCOUNTABILITIES

Operative skills	Advanced operational knowledge, training and knowledge sharing
Technical skills	Advanced technical knowledge, technical expert for some categories of machines/equipment
Functional skills	Can train and teach QA & EHS & TPD and others
Leadership/Training skills	Can train and teach HPO & ETHOS behaviors Can train and teach operative and technical skills Can lead teams
IWS skills	AM & PM qualified, can implement and train BDE, MP&S, DH

JOB DESCRIPTION

Working in a safe manner

- Participation in training and workshops related to working safely

- Successful completion of necessary exams and obtaining proof of practical competence in working safely
- Compliance with all standards related to working safely, including the use of personal protective equipment and designated work equipment
- Taking care of equipment, cleanliness, and tidiness of the workspace, as well as the condition of tools (5S)
- Regular attendance of medical examinations, in accordance with applicable laws and internal regulations
- Training for conducting safety observations (PULSAR) and regular implementation of such observations
- Reporting all identified deficiencies and incidents related to EHS and safe working
- Collaboration with colleagues, superiors, and other departments on matters of working safely
- Teaches equipment owners about safe working and potential dangers/risks

Product Quality Assurance

- Actively participates in reducing quality issues through knowledge of machine operation, understanding the impact of CL on quality parameters, and working on corrective and preventive actions in case of quality incidents.
- If necessary, they participate in quality incident resolutions within their expertise, working on corrective and preventive actions.

Production Processes

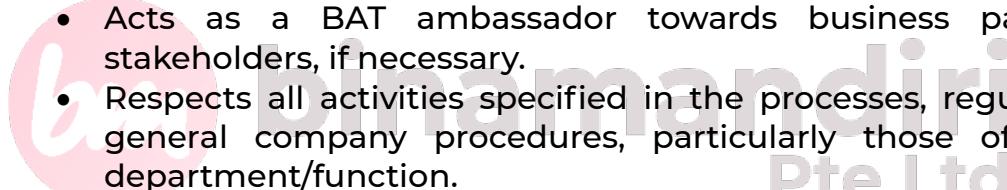
- Prepares and, in collaboration with Equipment Owners (EO), carries out preventive maintenance of machines (planning, preparation of preventive tasks, execution control, improvements) - PDCA cycle
- Develops and updates the annual maintenance plan in collaboration with PE specialists - proposes the creation of new or modification of existing PM tasks through a request to the PE specialist (task description, periodicity, SIMPTWW form).
- Creates and confirms monthly/weekly preventive and corrective plans and, with the assistance of PE specialists, defines priorities, required resources, and timely requests support from PE trainers and/or PE specialists
- Timely identifies unavailability of spare parts and, if necessary, raises a request for spare parts procurement to the PE specialist according to the Spare Parts Procurement Procedure

- Ensures the retrieval of spare parts and consumables from the warehouse by presenting an order or leaving a notice to the warehouse keeper (warehouse card, spare part retrieval form)
- Maintains the condition of assemblies through the workshop of assemblies and determines the need for procuring new assemblies (in collaboration with PE specialists)
- Takes care of tooling needs and requirements
- Actively participates in DDS meetings and execution of the daily plan, including reporting on MP&S tasks and breakdowns (PM cards) and keeping BD and PF logs
- Actively participates in MP&S DMS and BDE DMS meetings with other team members (MLs, PE specialists, other technical personnel)
- Gathers information from the technical staff, determines priorities for troubleshooting and defect resolution, and cascades tasks to senior shift electricians or electricians EO
- Ensures rational use of spare parts and consumables
- Manages preventive and corrective work orders/tasks through the SAP system
- Constantly develops Equipment Owners (EO) for performing maintenance tasks and overall improvement of their technical knowledge
- Participates in EO Qualifications for technical SUC
- Initiates and/or participates in all necessary analyses related to technical issues (IPS, UPS, BD analyses, RCA/CAPA)
- Creates, teaches, and encourages the creation of more complex documentation (e.g., OPLs, work instructions, CBA, SIMPTW) related to the technical aspects of the machines
- Participates in and works according to the IWS approach by implementing all established DMS (e.g., CL, CIL, DH, CO, BDE, MP&S, etc.)
- Utilizes all implemented IWS tools to reduce machine losses (e.g., 6W2H, Why-Why, UPS, etc.)
- Actively proposes improvements to IWS standards and other processes, especially in terms of equipment maintenance
- Trained and qualified according to AM and PM work steps and takes ownership of assigned DMS, tools, losses, etc.
- Can train and teach AM and PM work methods
- Actively contributes with technical expertise to the development of 90-day plans aimed at reducing losses and improving machine performance
- Serves as a contact point for preventive maintenance
- Provides technical expertise as needed on major troubleshooting, breakdowns, and equipment maintenance on the machinery
- Provides essential support for developing countermeasures (CL, CIL, DH, PM, training) to reduce losses
- When necessary, leads or participates in agreed-upon product trials (MQS - technical feasibility and impact on performance) and equipment installations/modifications through VSU projects

- Provides support for format changeovers as needed and teaches improvement in execution
- Prepares and updates technical documentation for machines (manuals, catalogs, drawings, work instructions) in collaboration with PE specialists
- Responsible for maintaining and updating machine documentation
- Participates in the development of the technical training plan for EO and confirms it with the Line Lead and Cell Manager
- Performs all other activities as required by the employer
- Ensures, within the area of responsibility, the implementation of all EHS requirements and works safely in accordance with legal regulations and company policies
- Ensures, within the area of responsibility, the execution of all other regulations, procedures, and standards in accordance with the company and group's policies

Collaboration and communication

- Responsible for personal development in operational/technical/process knowledge according to the applicable Knowledge Matrices and Step-Up Cards (SUC)
- Flexible and adaptable to changes in processes and procedures
- Acts as a BAT ambassador towards business partners and stakeholders, if necessary.
- Respects all activities specified in the processes, regulations, and general company procedures, particularly those of their own department/function.
- Accountable for the quality of work, monitoring, and fulfilling all necessary documentation requirements.
- Accepts training and professional development as required, either locally or externally, to acquire professional qualifications and skills in accordance with the company's decision.
- Critically evaluates their own function and proposes ways to improve efficiency for the benefit of the department as a whole.
- Proactively assesses standard procedures, identifies shortcomings, and suggests improvements to superiors.
- Engages in positive, professional, problem-solving, and helpful communication with colleagues and all other parties involved.
- Can adequately transfer knowledge (train) in his field of expertise
- Point of contact and help in the area of expertise



ADDITIONAL INFORMATION

I. Knowledge, skills, experience

- High school diploma with technical qualifications along with several years of experience in manufacturing, or a bachelor's/master's degree in mechanical engineering or electrical engineering)
- Flexibility
- Ability to work in a team and lead teams
- Basic computer literacy
- Successful completion of all T6 trainings according to the applicable Knowledge Matrices and Step-Up Cards (SUC)
- Documentation management skills

II. Success Factors

- Achieving production plan targets.
- Maintaining equipment in a baseline condition

III. Working Relationships



Internal

Collaboration with Line Lead, Cell Manager, SMD Manager, PE Manager, Engineering & SS Manager, Specialists within PE department, other Maintenance Leads, Senior Shift Technicians/Electricians, Shift Technicians and Electricians, Project Engineers, R&RS team, and other production departments.

External

Collaboration with contractors and maintenance service providers for production equipment and systems (OEM, VSU team, etc.)

JOB TITLE

PRODUCTION SCHEDULER

PURPOSE STATEMENT

Ensuring continuity of production by effective scheduling of production orders, taking into account material and semi-finished goods (filters, cut rags) availability and all other constraints that might impact the stability of work in Production Department.

KEY ACCOUNTABILITIES

- Daily remote cooperation with Production Planning department located in Southampton, England.
- Transition of weekly production plan into the best possible production schedule, taking into account crew availability, production wheels, machine constraints and minimizing labour cost.
- Close cooperation with Cell Managers, Shift Leaders, Production Administrators and clear communication of schedule changes to them.
- Proactive management of situations not planned in the schedule, in order to avoid machine stoppages.
- Managing machine parameters in SAP GST allowing for creation of precise long-term machine offer.
- Supporting supply chain by simulating scenarios in engineering projects or new product introductions
- Checking materials, banderols and semi-finished goods (filters, cut rags) availability for production
- Checking stock and ordering TPM (third part materials) for production
- Creating purchase orders for leaf
- Certified general physical condition according to job requirements and law prescribed regulations
- Maintain a detailed knowledge of the company EHS policy and procedures and ensure these are followed during the course of any work
- Ensure all office tools and materials utilized during the projects are suitable, safe and in accordance with relevant standards and company requirements
- To act as an Ambassador for BAT towards offical parties and all stakeholders as required
- All activities listed in processes and General Acts as well as procedures of the Company, and in particular of the own department/function
- All other activities according to Employer's needs and requests
- Responsible for quality of work performed, monitoring and preparation of reports and documentation in accordance with the standards of acceptable and legal framework
- Accepts training and professional development as required either on or off local site in order to gain professional qualifications and/or improve abilities and skills in accordance with company's decision

- Critically appraises own function and suggest ways to improve performance to the benefit of the department as a whole as well as initiates the improvement of profitability and efficiency
- Assesses proactively standard procedures and indicates to superiors oversights of these and suggests improvements

ADDITIONAL INFORMATION

I. Context/Environment

- Job post requiring constant re-prioritizing of tasks
- As an effect, this job post is considered more stressful in comparison with other office jobs in the factory

II. Knowledge, Skills, Experience

- A candidate for the position must complete at least secondary education. Preference is university degree.
- In order to succeed employee must have high analytical skills and a talent for problem solving.
- Employee should show proactiveness in managing schedule problems and have effective communication skills.
- Good command of English is required on this job post.
- Good command of MS Office – especially Excel – is required.
- Main tool of work is SAP GST.

III. Success Factors

- Continuity of production on production lines scheduled
- High C2P/C2S results achieved by Production Department
- Low amount of internal complaints raised by Cell Managers.

IV. Working Relationship

Internal

- Production Planning in SCWE – translation of production plan into production schedule.
- Cell Managers – handing over of production schedule.
- Production Administration – to control how scheduled production orders progress.
- Engineering Department – cooperation in machine installation – rebuilding - deinstallation projects.

External

- Suppliers (domestic and foreign)



PURPOSE STATEMENT

Executes analytical analysis regarding existing SOP and maintains and calibrates instruments regarding instruction manual of each instrument/machine

KEY ACCOUNTABILITIES

Operative skills	Advanced knowledge of work in all laboratory methods (FMC/THP/BHP) Calibrations of instruments
Functional skills	Knowledge in QA and EHS
Leadership/Training skills	Knowledge of HPO
IWS skills	Knowledge of QIE Basic knowledge of IWS

- Prepares laboratory sample for different kind of analysis

Put samples on conditioning

- Executes analysis regarding SOP
- Cleans and maintains laboratory equipment
- Passes information about gained results
- Checks results and informs Chemical Laboratory Coordinator/Engineer if something is not according to the SOP
- Checks equipment on daily basis before analysis
- Tracks laboratory conditions during analysis
- Maintains a detailed knowledge of the company EHS policy and procedures and ensure these are followed during the course of any work
- Responsible for quality of work performed
- Accepts training and professional development as required either on or off local site in order to gain professional qualifications and/or improve abilities and skills in accordance with company's decision
- Critically appraises own function and suggest ways to improve performance
- Ensures confidentiality and impartiality regarding conducted results
- Informs Chemical Laboratory Coordinator/Engineer about nonconforming work
- Executes corrective actions
- Good knowledge regarding HRN EN ISO/IEC 17025
- Fulfills the requirements of HRN EN ISO/IEC 17025 (writes technical records, ensures metrological traceability, preserves confidentiality and impartiality during laboratory analysis, controls the documentation, data and information regarding the standard, suggest and conduct improvements)
- Works in accordance with the laboratory's management system, laboratory's policy and goals
- Conducts interlaboratory analysis

ADDITIONAL INFORMATION

I. Context/Environment

Reports directly to Chemical Laboratory Engineer and Chemical Laboratory Coordinator
 Person working in this position can't be allergic to cigarette smoke and should have positive attitude to work with dangerous substances.

II. Knowledge, Skills, Experience

- Education: high school (chemical, food technician or similar)
- Required job experience: /
- Basic knowledge of chemical laboratory work
- Basic knowledge of product
- Communication skills
- Precision and manual efficiency
- Knowledge of basic computer software
- Good teamwork
- English fluency level: elementary, pre-intermediate
- Work regarding SOP and quality management system

III. Working Relationship



- Cooperates with all employees at Chemical Laboratory and with other employees from Quality Assurance Department.

External

- Good communication with external service for equipment

JOB TITLE

QA TECHNICIAN

PURPOSE STATEMENT

Provide quality support to manufacturing (FG and SFG production), ensure expected product quality for the consumers.

KEY ACCOUNTABILITIES

Operative skills	Advanced knowledge of work in two laboratories (IMI/THP/FMC/PMD)
General skills	EHS
Functional skills	Can train and teach QA
Leadership/Training skills	Knowledge of HPO
IWS skills	Knowledge of QBOS, QIE, CE

- FG, SFG and material sampling according to ISO 8243 and QCP
- Representative sample creating for chemical laboratory analyses – using all necessary programs and applications for fulfilling set up procedures (SFQ, GLQ)
- Various physical analyses on FG, SFG and materials (oven volatiles, physical testing on test station, hardness measurement, sieving test, pack seal ...) according to QCP
- Visual inspection for outer, pack and cigarette level (EQUATA) and reporting of results
- Using all necessary applications (EQUATA, WinVolatiles, SodiWizard...) and maintaining paper/excel forms for various physical and visual analyses
- Sampling for trials and MQSes, conducting physical and visual analyses according QCP and reporting of results
- Support for production in terms of quality – conducting tests and reporting of results, validation process of NCPs (AQL sampling, visual analysis) and other requests according to demand
- Equipment calibration, maintenance and crosscheck according to the existing up procedures
- Providing trainings for operators in the production according to training plan
- Participation in IWS processes
- Manage a register of material inputs (IMI)
- Manage CoA register (IMI)
- Ensure that IMI trackers are fulfilled by results and findings + non-compliances reported
- Ensure that all high and medium risk materials are covered OTIF (IMI)
- For all requested NPI/trial materials ensure that IMI is performed OTIF
- Reporting for all the issues on the materials during IMI inspection
- Participation in the updating material RA (IMI)
- All other activities according to Employer's needs and requests

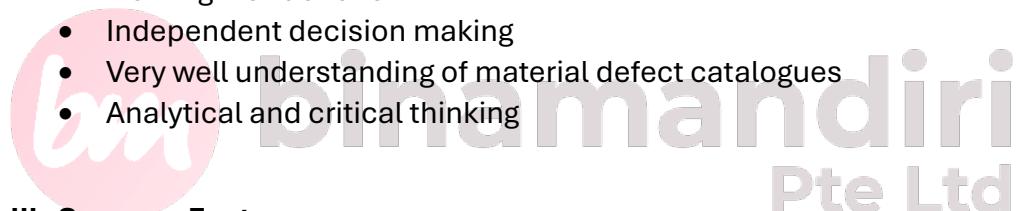
ADDITIONAL INFORMATION

I. Context/Environment

- QA SMD, QA PMD, QA IMI laboratory

II. Knowledge, Skills, Experience

- High school degree
- Acquaintance of measurement devices
- Acquaintance of computer programs and applications (e.g. of package Microsoft Office, VIDES, EQUATA, GLQ, SAP ...) and understanding of measurement devices (Tews, Sodim, Refractometry, Moisture analysis, Viscosimeter, Instron, SAP, BlueHill..)
- Level of the acquaintance of the English: beginner.
- Knowing and using BAT recommended methods, internally created SOPs and working instructions
- Independent decision making
- Very well understanding of material defect catalogues
- Analytical and critical thinking



III. Success Factors

- On time performance of works.
- Reliability of measurements.
- Level of the failure frequency.

IV. Working Relationship

Internal

- Manufacturing (Shift team lead, SMD operators on the machines, manufacturing technicians)
- QA compliance and performance
- QA innovations and improvements

External

- External equipment specialists

POSITION U&F Electrician 1

STATEMENT OF LIABILITY

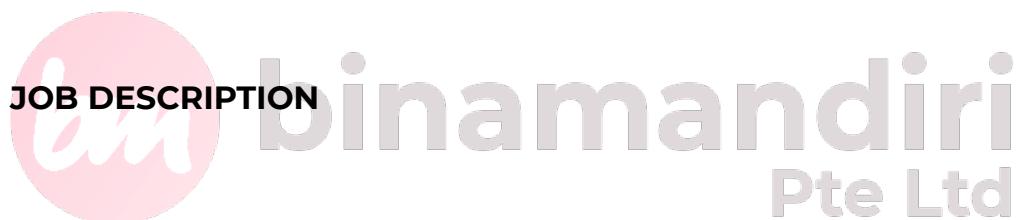
Responsible for performing all assigned tasks in the domain of general electrical maintenance related to equipment and infrastructure in order to ensure conditions for production operations and the entire factory complex in Kanfanar.



MAIN RESPONSIBILITIES

Operational skills	Knowledge of the operation of all systems under responsibility (factory electrical network, HVAC systems, compressors and vacuum pumps, lighting...)
Technical skills	Skills and knowledge to perform minor or major repairs, troubleshooting and servicing on all systems/devices within

	their jurisdiction in accordance with capabilities and if such work does not fall under the domain of authorized service technicians.
Functional skills	Qualified for QA & EHS and Technical standards, Internal U&F processes
Lead/training skills	Demonstrates HPO & ETHOS Behaviors
IWS skills	AM i PM qualified



- Supervises the operation, correctness and condition of electrical equipment within the factory
- In cooperation with colleagues and superiors, ensures the maintenance of basic conditions for production (e.g. % humidity, temperature, availability of energy sources)
- Maintenance, repairs and replacement of electrical and electronic components on equipment within the scope of his/her work
- Conducting regular checks of the correctness of internal lighting and eliminating defects in it
- Conducting regular checks of the function of external lighting and reporting to the immediate superior on the necessary interventions on it
- In the event of a substation failure, he/she re-connects it as soon as possible
- Responsibility for storing and updating electrical documentation (schemes, etc.)
- Acts as BAT's representative to official and other parties as necessary

- Performs activities specified in the company's processes, procedures and acts, especially those within the scope of his/her department/function

Responsibility for the quality of work performed, supervision and preparation of reports and documentation in accordance with standards and legal frameworks

- In accordance with the company's decision, accepts additional training and professional development for the purpose of acquiring professional qualifications and/or improving skills and abilities, whether it is training within or outside the factory
- Critically evaluates his/her function and makes suggestions for improvement in order to improve the department, and encourages changes for better profitability and efficiency
- Proactively evaluates standard procedures and points out possible shortcomings to superiors, and suggests possible improvements
- Adherence to and implementation of activities in accordance with laws and acts related to environmental protection, occupational health and safety and fire protection, as well as internal EHS standards and procedures of the BAT Group
- Acting in accordance with the legal framework, internal standards, rules and procedures of the BAT Group
- Performs all other tasks as requested by the immediate superior (line manager)

SAFETY WORK

Participation in training and exercises related to Working Safely

- Passing the necessary exams and obtaining evidence of practical competence for working safely
- Compliance with all standards related to Working Safely, using personal protective equipment and defined work equipment
- Taking care of equipment, cleanliness and tidiness of the workplace, and the condition of tools (5s)
- Regularly attending medical examinations, all in accordance with applicable legal regulations and internal regulations

- Training in conducting Safety observations and conducting them regularly (PULSAR)
- Reporting all observed deficiencies and events related to Occupational Safety and Working Safely
- Cooperation with colleagues, superiors and other departments on issues related to Working Safely



Ability to clearly communicate and collaborate with colleagues and other departments, as well as third parties (external contractors), all with the aim of ensuring the smooth operation of the factory, solving problems and introducing new solutions

- Willingness to transfer knowledge to colleagues and superiors
- Able to adequately transfer knowledge (train) from their field of work
- Flexible, adapts to changes in processes and procedures
- Actively participates in proposing and developing new ideas and plans together with colleagues in order to improve efficiency

ADDITIONAL INFORMATION

I. Knowledge, skills, experience

Secondary vocational education in electrical engineering

- At least three years of work experience in the profession
- Certificate of qualification for work on installations up to 20kV (work in a substation)
- Qualified to work with chemicals
- Good knowledge of your work environment
- Keeping work documentation
- Basic computer skills (e.g. Word, Excel, Mail...)
- Ability to quickly identify and solve problems
- Understanding technical documentation



IV. ADDITIONAL COMMENTS

- Shift work in three shifts and 24/7 operation if necessary
- On-call work if necessary
- Work at height and occasional ability to work in confined spaces

POSITION U&F Technician 1

STATEMENT OF LIABILITY

Responsible for performing assigned tasks in the domain of the general maintenance department related to equipment and infrastructure in order to ensure conditions for production operations and the entire factory complex in Kanfanar. The equipment and infrastructure to which this mainly applies are related to compressed air, vacuum, water, steam production and distribution, air conditioning and buildings. In addition to the above, it may also include additional equipment/infrastructure that is not listed here, and falls under the domain of the general maintenance department. The tasks include monitoring, managing and controlling the correctness of equipment/infrastructure, repairs and ensuring optimal use of all energy sources.



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Operational skills	Knowledge of the operation of all systems within the scope of responsibility (water and hydrant network, cooling system, air conditioning systems, vacuum installations, compressed air installations, steam pipes and boilers, buildings...)
Technical skills	Skills and knowledge to perform minor or major repairs, troubleshooting and servicing on systems/devices within their jurisdiction, in accordance with capabilities and if such work does not fall under the domain of authorized service technicians.

Functional skills	Qualified for QA & EHS and Technical standards, Internal U&F processes
Lead/training skills	Demonstrates HPO & ETHOS Behaviors
IWS skills	AM i PM qualified

JOB DESCRIPTION

- Maintains the technical integrity of machinery and installations of compressed air and vacuum systems
- Maintains the integrity of installations and equipment for heating, cooling, air conditioning and ventilation within the factory
- Maintains the integrity of the technological steam distribution system and condensate return, all water supply networks and the sewage system
- Independent management and control of the steam plant (10 bar)
- Maintains the functionality and operation of steam boilers and associated thermal substations outside the boiler room, heating systems, hot water systems, water softeners, reverse osmosis, lake water filtration systems and drainage systems
- Maintains and updates documentation of the steam plant and water treatment plant in accordance with legal and maintenance requirements
- Actively participates in the organization, planning and execution of maintenance, service, modifications, and participates in equipment inspections by agencies authorized by the state

- Ensures the rules of operation and efficient use of used energy sources in order to optimize consumption

Reports to superiors on work performed, planned activities and failures

- Makes proposals for maintenance and improvement interventions
- Adheres to prescribed work instructions and procedures
- Acts as BAT's representative to official and other parties as needed
- Performs activities specified in the company's processes, procedures and acts, especially those within the scope of their department/function
- Responsibility for the quality of work performed, supervision and preparation of reports and documentation in accordance with standards and legal frameworks
- In accordance with the company's decision, accepts additional training and professional development for the purpose of acquiring professional qualifications and/or improving skills and abilities, whether it is training within or outside the factory
- Critically evaluates their function and makes suggestions for improvement for the purpose of improving the department, and encourages changes for better profitability and efficiency
- Proactively evaluates standard procedures and points out possible shortcomings to superiors, and suggests possible improvements
- Adherence and implementation of activities in accordance with laws and acts related to environmental protection, occupational health and fire protection, as well as internal EHS standards and BAT group procedures
- Acting in accordance with the legal framework, internal standards, rules and procedures of the BAT group
- Performs all other tasks as requested by the immediate superior (line manager)

Safety on work:

- Participation in training and exercises related to Working safely
- Passing the necessary exams and obtaining evidence of practical competence for working safely

- Compliance with all standards related to Working safely, use of personal protective equipment and defined work equipment
- Taking care of equipment, cleanliness and tidiness of the workplace, and condition of tools (5s)
- Regular medical check-ups, all in accordance with applicable legal regulations and internal regulations
- Training in conducting Safety observations and conducting them regularly (PULSAR)
- Reporting all observed deficiencies and events related to Occupational Safety and Working safely
- Cooperation with colleagues, superiors and other departments on issues related to Working safely

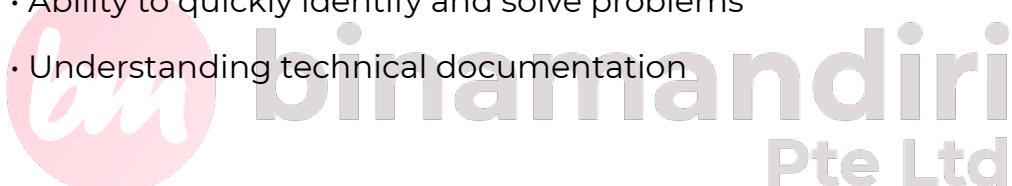
Collaboration and Communication

- Ability to clearly communicate and collaborate with colleagues and other departments, as well as third parties (external contractors), all with the aim of ensuring the smooth operation of the factory, solving problems and introducing new solutions
- Willingness to transfer knowledge to colleagues and superiors
- Able to adequately transfer knowledge (train) from their field of work
- Flexible, adapts to changes in processes and procedures
- Actively participates in proposing and developing new ideas and plans together with colleagues in order to improve efficiency

DODATNE INFORMACIJE

Knowledge, skills, experience

- Technical secondary school or secondary vocational education in electrical or mechanical engineering (check current laws on required titles)
- Professional exam for working with compressors and HVAC systems, mechanical engineer of a water plant and water treatment
- Qualified to work with chemicals
- Work experience in the profession (preferably in something related to the assigned tasks)
- Knowledge of water treatment processes, piping and steam production
- Good knowledge of your work environment
- Keeping work documentation
- Basic computer skills (e.g. Word, Excel, Mail...)
- Ability to quickly identify and solve problems
- Understanding technical documentation



IV. Additional comments

- Shift work in three shifts and 24/7 operation if necessary
- On-call operation if necessary
- Work outside regular working hours if necessary
- Work at height and occasional possibility of working in confined spaces

POSITION

Utility Engineer

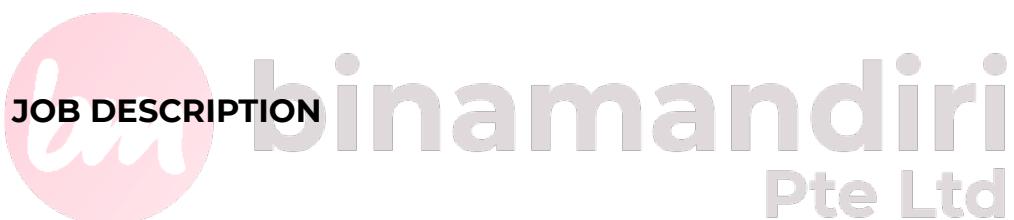
STATEMENT OF LIABILITY

Responsible for professional technical support related to the mechanical part of non-strategic equipment (air conditioning chambers, vacuum pumps, compressor plant, steam plant, steam production...) and in cooperation with other members of the department ensures the proper

functioning of all systems under their responsibility. Actively participates in planning and monitoring projects. Acts as the primary contact person for various maintenance contracts. Cooperates with other departments regarding the supply and distribution of energy sources. Leads his team of boiler engineers and general maintenance installers.

Responsibilities

Operational skills	Knowledge of factory layout, building construction, mechanical installations, steam distribution, air conditioning systems, water distribution and treatment, and other systems as needed. Skills in coordinating activities.
Technical skills	Mechanical, construction and electrical knowledge.
Functional skills	Qualified for EHS, SAP, Coupa, CRA, Contract management, Contractor management
Lead/Training skills	Demonstrates HPO & ETHOS Behaviors
IWS skills	AM and PM qualified, IWS qualified (CIL DMS, CL DMS, BDE DMS, DH DMS)



- Manages mechanical maintenance of non-strategic equipment (steam boiler room, water preparation, vacuum pumps, compressed air, cooling system, ...). This includes finding service providers as well as materials needed for maintenance
- Organizes and leads a group of boilermakers, and coordinates their tasks in accordance with the company's business needs
- Organizes and leads a group of installers, and coordinates their tasks in accordance with the company's business needs
- Organizes and manages external service providers in terms of assigning work tasks and checking the quality of work done

- Provides insight and points to possible improvements and savings opportunities
- Establishes a culture of openness supported by change management principles so that the organization is ready for innovation and change
- Planning and managing projects
- Providing information at DDS meetings and leading DDS meetings
- Development of a departmental master plan / 90-day plan in order to reduce losses
- Supports the execution of the 90-day plan using IWS tools in order to reduce losses
- Monthly review of the departmental Master Plan and resultsVodi riješavanje problema u odjelu principom pronašlaska temeljnog uzroka
- Effectively manage departmental costs and assets in accordance with the agreed budget
- Maintains good relations with all service providers in order to achieve goals in the interest of the company
- Develops a work environment that seeks continuous improvement, using ideas coming from within the department, but also from all other departments and other BAT plants, and shares this knowledge within the organization
- Develops and implements best practices, common platforms, and shares experiences/knowledge with other functions and plants
- Has detailed knowledge of EHS policies and procedures and ensures compliance with them during any work
- Acts as BAT's representative to official and other parties as needed
- Collaborates with external contractors and supervises the work done by them
- When called/needed, comes outside regular working hours to make repairs or provide production support
- Performs activities specified in the company's processes, procedures and acts, especially those within the scope of his/her department/function
- Responsibility for the quality of work performed, supervision and preparation of reports and documentation in accordance with standards and legal frameworks
- In accordance with the company's decision, accepts additional training and professional development for the purpose of acquiring professional qualifications and/or improving skills and abilities, whether it is training within or outside the factory
- Critically evaluates his/her function and makes suggestions for improvement in order to improve the department, and encourages changes for better profitability and efficiency

- Proactively evaluates standard procedures and points out possible shortcomings to superiors, and suggests possible improvements
- Adherence to and implementation of activities in accordance with laws and acts related to environmental protection, occupational health and safety and fire protection, as well as internal EHS standards and procedures of the BAT Group
- Acting in accordance with the legal framework, internal standards, rules and procedures of the BAT Group
- Performs all other tasks as requested by the immediate superior (line manager)

SAFETY WORK

Participation in training and exercises related to Working Safely

- Passing the necessary exams and obtaining evidence of practical competence for working safely
- Compliance with all standards related to Working Safely, using personal protective equipment and defined work equipment
- Taking care of equipment, cleanliness and tidiness of the workplace, and the condition of tools (5s)
- Regularly attending medical examinations, all in accordance with applicable legal regulations and internal regulations
- Training in conducting Safety observations and conducting them regularly (PULSAR)
- Reporting all observed deficiencies and events related to Occupational Safety and Working Safely
- Cooperation with colleagues, superiors and other departments on issues related to Working Safely

Collaboration and communication

Ability to clearly communicate and collaborate with colleagues and other departments, and third parties (external contractors) to effectively perform duties

- Proficient in dealing with external suppliers and able to ensure that BAT's interests are secured and cost-effective solutions are negotiated
- Willingness to transfer knowledge to colleagues and superiors

- Able to effectively transfer knowledge (train) from their area of work
- Flexible, adaptable to changes in processes and procedures
- Actively participates in proposing and developing new ideas and plans together with colleagues to improve efficiency

ADDITIONAL INFORMATION

I. Knowledge, skills, experience

Diploma in technical direction

- Work experience in the profession
- Knowledge of the English language
- Leadership skills for the purpose of leading a team of mechanical technicians and coordinating external contractors
- Confident and skilled in negotiation
- Good interpersonal skills and the ability to handle multiple tasks at once while maintaining clear priorities
- Good knowledge of your work environment
- Keeping documentation
- Advanced computer skills (e.g. word, excel, powerpoint mail...)
- Skill, knowledge and experience working in CAD software
- Responsiveness and quality orientation, with the ability to solve problems quickly and efficiently
- Ability to analyze requirements and needs, find solutions and propose solutions
- Understanding of technical documentation
- Very good reading and drafting skills

- Ability to make independent decisions regarding maintenance
- Organizational skills regarding maintenance planning and prioritization