



Job Description

JOB TITLE	Production Assistant
DEPARTMENT	Production
REPORT TO	Production Supervisor/ Production Executive
JOB FUNCTIONS	<ul style="list-style-type: none"> • To operate the machine. • To wear proper PPE while carrying the task. • Do the adhoc tasks assigned by the leader. • To do the housekeeping. • To do the machine cleaning • To inform the leader or supervisor once the abnormality is observed. • To keep the tools in proper manner after used. • To write the record. • To carry out the quality checking test.
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • PMR or SPM Holder