

YOUR FUTURE MADE

HIRDARAMANI KNIT CLUSTER

JOB OVERVIEW

JOB TITLE	Technical Officer	JOB TITLE CODE	TECS01
LEVEL	Staff	JOB LOCATION	All locations
PURPOSE OF THE JOB	This position is responsible for implementing the Quick Changeover (QCO) process, the pilot run process to ensure the feasibility of technical method, layout, and machinery in bulk production, and achieve the departmental KPI.		
DEPARTMENT	Technical	DATE LISTED	
DIVISION/GROUP	Operations	REPORTS TO: TITLE	Assistant Technical Manager/ Assistant Industrial Engineering Manager
EMPLOYMENT STATUS			
FULL TIME	PART TIME	HOURS PER WEEK	
CONTRACT	INTERNSHIP		
EDUCATION REQUIREMENTS	Associate Degree in Garment Technology, or related fields		
KNOWLEDGE/SKILLS	- Sewing skill - Knowledge of all kind of sewing machines' operations, quality assurance management, pattern - Problem-solving skills, decision making skills, time management skills, communication skills		
PREFERRED WORKING EXPERIENCE	Minimum of 1 to 3 years' experience in similar capacity		
ADDITIONAL JOB DIMENSIONS			
TYPICAL DIRECT REPORTS	Assistant Technical Manager/ Assistant Industrial Engineering Manager ↓ Technical Officer		

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INDIRECT REPORTS	None
INTERNAL RELATIONSHIPS	Cutting, Sample, Planning, Production, Industrial Engineering, Quality Assurance Departments, and other related partners
EXTERNAL RELATIONSHIPS	None
WORKING ENVIRONMENT	Factory environment
KEY ACCOUNTABILITIES	
- Coordinate with Sample, Pilot run, Quality Assurance teams before line feeding to minimize the lost time and increase First day efficiency. - Follow up and guide mechanics and production supervisors in term of technical method, machinery to minimize the Quick Changeover (QCO) time. - Follow up the performance of new production lines to ensure it achieves the required efficiency level of first three days. - Make sure all pre-production activities are followed up, conducted before line feeding and highlight to related departments if any critical operations - Coordinate with Industrial Engineering Officers to review sewing line layout and make sure correct workplace arrangement during line feeding. - Monitor machine pre-setting status with Mechanics and update the status to Technical Executive. - Attend the daily morning meeting and provide technical solutions to Production team. - Arrange Standard Work Sheets (SWS) and mock-up after finishing the line feeding as given timeline and involve with the production team in implementing General Sewing Data (GSD) in the plant. - Identify the skill requirement of new styles. Coordinate with Production Supervisor and Production Assistant to train the team members in advance before Production Start Date (PSD). - Participate in the assigned projects in the plant - Maintain all the reports related to day-to-day activities.	❖ Tan Phu Plant: - Quick Changeover (QCO) achievement 5S Performance - Performance to Plan (PTP) - Efficiency achievement as per budgeted efficiency - Right at The First Time (RFT) ❖ Xuan Tay, Mekong, Quang Nam Plants: - Right at The First Time (RFT) - Dead reject control - Efficiency achievement as per budgeted efficiency - Produced hours vs budgeted hours - Pilot run execution - Plan Sewing Day (PSD) achievement - Quick Changeover (QCO) achievement ❖ Production area: - Right at The First Time (RFT) - Pilot run execution - Standard Minutes Value (SMV) improvement - Quick Changeover (QCO) achievement - Efficiency achievement as per budgeted efficiency - Dead reject control ❖ QCO area: - Standard Minutes Value (SMV) improvement - Performance to Plan (PTP) - Efficiency achievement as per budgeted efficiency - Dead reject control - Right at The First Time (RFT) - Quick Changeover (QCO) achievement
Other tasks as assigned by Manager.	
POSITION FILLED	
PERSON HIRED	DATE HIRED
REVIEWED BY: NAME & TITLE	

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APPROVED BY: NAME & TITLE						
ADDITIONAL COMMENTS						
BEHAVIORAL COMPETENCIES						
COMPETENCY	Level 1	Level 2	Level 3	Level 4	Level 5	
BEHAVIORAL COMPETENCY 1						
BEHAVIORAL COMPETENCY 2						
BEHAVIORAL COMPETENCY 3						
BEHAVIORAL COMPETENCY 4						
BEHAVIORAL COMPETENCY 5						
TECHNICAL COMPETENCIES						
COMPETENCY	Basic	Intermediate	Advance	Mastery		
TECHNICAL COMPETENCY 1						
TECHNICAL COMPETENCY 2						
TECHNICAL COMPETENCY 3						
TECHNICAL COMPETENCY 4						
TECHNICAL COMPETENCY 5						

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