



JOB DESCRIPTION

Name:	Position: Injection Operator
Date Join: / /..... Group:	Department: Job Grade: ...
Reporting to:	Position: Team Leader, Injector
<p><u>SUMMARY OF DUTY:</u></p> <p>As an injection operator, you need to follow the team leader/supervisor’s assigned tasks. Always come to work on time. Responsible for general production tasks to ensure the good production outcome during each shift. Always inform the HR/Team Leader in advance in case of planning to take leave and absent. Keep the work station clean and implement self-work safety awareness. Record and keep report for work progress to Team Leader and Supervisor.</p>	
<p><u>JOB DESCRIPTION:</u></p> <ul style="list-style-type: none"> • Assist Team Leader to Control and refill raw materials into injection machine • Cut and polish the finish goods once they come out from the machine to ensure the shape and condition of good are matching with job requirements • Handle production machine and complete each product by checking the condition and pack (e.g. add cement bucket handle to the bucket) • Handle the cutting tools carefully • Monitor the machine closely to ensure machine are working properly. In case of error or defect production outcome, inform the team leader and supervisor immediately • Always keep work station neat and tidy • Clean up and collect scraps and defect products, materials for recycling purpose • Work on rotation in different department • Report daily producing result to team leader/supervisor after each shift • Assist team leader to train new worker and new products handling if needed. • Maintain and take care all accessories / tools to be used for production • Responsible for cleaning the working tools properly each time after production and the shift is finished then put the tools back to the proper designated storage place • Responsible for other tasks assigned by Team Leader / Supervisor 	
<p><u>JOB REQUIREMENT:</u></p> <ul style="list-style-type: none"> • High school degree or relevant certifications • Good working attitude with ability to learn new things • Interested in production job and willing to work in the factory environment • Good health with ability to carry heavy equipment/materials • Able to work flexible hours and different job rotation • Good personality, honest and team player • Good communication with Khmer – Native speaking, reading and writing. 	



Acknowledged by:

Verified & Approved by:

Accepted by:

Human Resource Manager
Name:
Date://

General Manager
Name:
Date://

Injection, Operator
Name:
Date://