

Job Description & KRA

Position	AGM Laboratory & R & D
Job Role	Head
Function / Department	Laboratory / QA / R & D
Grade	SM
Position Report to - functionally	VP – EPCO Mining Business
Position Report to - Administratively	VP – EPCO Mining Business
Required Qualification	B. E in chemical Engineering/ Bachelor Degree in Chemistry
Required Experience	10 - 15 years' experience in mineral industries especially in quartz /quartzite / silica minerals / other minerals Silica sand, Quartz, IS Standards, Charcoal, Laboratory, ICP, XRF, Wet/ Dry method, Sample preparation, Sample analysis, Record keeping
Target Industries	Mining, Mineral processing, Mineral Testing.
Required Functional Skills / Competencies	<ul style="list-style-type: none"> • Ability to deep & fundamental understanding of testing procedures of minerals, compounds, chemical / reagents. • Technical Analytical thinking • Ability to understanding & adopt and capacity to execute of latest technology & IT • Ability to manage end to end business administration & infrastructure with safety oriented approach, meticulous and strong monitoring • Brain storming & Innovative • Ability to administrate with strong monitoring Skills • Ability to generate drastic changes in process flow chart • Ability to visualise risk and capacity to risk mitigation.
Required Behaviour Skills	<ul style="list-style-type: none"> • Ability to take ownership and set examples for other • Coaching, knowledge sharing and influencing skills • Team Building & Development • Ability to adopt & manage Business Changes. • Focussed • Ability to manage Crisis • Multi-tasking • Excellent communication & presentation skill

Job Purpose

To lead the design, engineering, procurement (technical assist), commissioning & desired testing and provide a laboratory infrastructure which will cover end to end testing process. Establish quality testing environment for mineral's R & D and testing considering all statutory guidelines from respective state & central.

No.	Key Accountabilities
1.	Robust experience in characterisation study of minerals, such as China clay, Quartz, Silica sand , Dolomite , lime stone , Coal and other Industrial Minerals
2.	Sound knowledge on instrumentation like XRF, ICP -MS, AAS, Photospectrometer, flame photometer, DTA, TGA, PSD Instruments etc
3.	Robust understand on Sample preparation techniques as per Indian standard specification/ standard procedure by the Industry and also testing standard procedure (AS per IS / EN standard) with details of lab equipment's in use ,
4.	Coordinate with various chemical and physical testing/ lab agencies for sample testing and result verification.
5.	Have in depth knowledge of chemical parameters affecting the quality of quartz silica sand, lime stone, dolomite, soda ash, other inorganic minerals /compounds / chemicals
6.	Expertise in gravimetric analysis of all minerals & metal products and compile of test results and cerate data base report
7.	Generation of COA on regular basis and issuance of certificates to customers.
8.	Assist the team in research development activities with regard to new product development or Enhancement of quality aspects.
9.	Maintaining records, cleanness & safety protocols of the laboratory.
10.	Coordinate with plant production to decide the feed characteristics, flow character, chemistry, dosage of reagents in case of silica sand beneficiation.
11	Coordinate with crushing & grinding plant, Quartz /Limestone / Dolomite / Coal in deciding the feed size characterisation & impurity removal / reduction through lab simulation study
12	Remain abreast with technology upgrades in Quartz, silica sand, Lime stone , Dolomite , coal processing industries and cost optimization initiatives

13	Engage in testing of RM in daily basis and generate the test report in stipulated time period to maintain the flow of productivity of plant.
14	Resolve the quality issues arises in supplied material and coordinate in resolving the same
15	Manage to list out / order necessary lab equipment's, glass wares , chemicals , reagents timely basis and maintain inventory stock
16	To maintain all records , documents including AMP templates for laboratory set to fulfil ISO certification .

Key Result Area

Sr. No	KRA	Target	Measurement