

	 <p>Eastern Petroleum Private Limited an ISO 9001-2008 certified company</p> <p>Regd. Off.: Unit No. 1, Riddhi Siddhi, Corporate Park, V. N. Purav Marg, (Sion Trombay Road), Chembur, Mumbai - 400 071. MH, India. Tel.: +91 - 22 - 4232 4121, 2529 9990, Fax: +91 - 22 - 4232 4131, 2524 1895 Email: office@easternpetroleum.in, Web:www.easternpetroleum.in</p>
<i>Designation</i>	Documentation – in –charge / Manager
<i>Education</i>	BSc, MSc, Chemical Engineer and approval in FDA
<i>Job Profile</i>	<ul style="list-style-type: none"> • To make manual for Quality system, Site master file etc., • Making documentation as per FDA guidelines and to implement the same by giving training to the staff, workers • To modify old SOPs of manufacturing every year and to display the same on Plant level. • To display Safety Posters, Hygiene Posters and give training to workers / supervisors and give hygiene training and make aware of FDA rules & regulations. • To analyse the log sheet and delay in process and give respective training to the concerned person. To document the same and give awareness for loss of business.
<i>Experience</i>	15 Years Plus
<i>Contact</i>	Rajesh M Rathie – Executive Director
<i>E mail id</i>	careers@easternpetroleum.in
<i>Web site</i>	www.eastto.in , www.easternpetroleum.in
<i>Preference</i>	<p>Do not contact in office hours.</p> <p>Need person residing in Mumbai preferred in near by distance area of office Area Chembur, Sion, Dadar, Santacruz – Navi Mumbai, Panvel, Kamothe area only.</p> <p>To call after the person received the call letter only</p>

Do not add the telephone number and kindly mention “Do not call and disturb during office hours”