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| **Jr. Staff (Logistic)** |
| **Job Title** | Jr. Staff (Logistic) |
| **Job Objective**To ensure the daily out bound and in bound logistic transaction.  |
| **Primary Responsibility** |
| * Ensure daily sales order bookings are timely coordinated.
* Daily coordination with cement transporters of domestic and export network.
* Ensure timely cement loading from packing and loading bag.
* Timely updating of all transaction such as sale’s booking, stock transfer, vehicle deployment, incoming raw materials, cement packing and loading and clinker sales transactions.
* Maintaining of daily shift transaction for out bound and in bound activities.
* Timely communication of daily transaction to the Division Head/Management.
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| **Performance Indicators** | * Timely dispatch and sale’s transactions as per the daily target assigned.
* Timely updating of all records in the system.
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| **Organizational Relationships** | Upwards: Division Head, AM (logistic) Downwards:- Functional Liaison: Domestic dealer, EMA, Finance, Packing Plant, Sales  and Marketing, Cement Transporters of  domestic & export and Raw Material suppliers.  |
| **Qualification** | Class X |