



Role Name	Junior Officer- SCM		
Role purpose	Excute the Loading plan 100%, make error free documentation, tracking of consignment till customer end.		
Reporting to	Section Head- Logistics		
Document created by	Amit Kumar		
Responsibilities Heads	KRA (Key Result Areas)	KPI (Key Performance Indicators)	
Safety	Manpower: conduct safety training for drivers at inplant,customer end and at road inorder to ensure safe logistic and timely & quality delivery to customer	1. No of Training conducted. 2. No of drivers attended 3. No of accident/ failures 4. No. of accidents due to no use of PPE	
Cost	1. Execution of loads in maximum capacity 2 .Execution of loads in time	1. CU achieved 2. No of premimum freight. 3. No of supply failure/E Nagare default	
Quality	Achievement of Plan vs Actual Delivery on time Customer specific doumentation.	No of occasion material not available on time. Customer delivery rating. Customer compalints regarding lack of documents	
5S	Compliance with all 5S activities	5S audit score	
Dispatch Activities	1.Ensuring shifting of correct material at loading points 2. Ensuring proper placement of trucks & proper loading of material in the same as given in the loading slip.	1. Customer satisfaction 2. Actual v/s as per loading slip	
Interaction with Internal customer	Timely availability of transport and Materials	1. No of supply failure due to late Documentation .	
REQUIREMENTS			
Knowledge	Fair knowledge of logistics. Complete knowledge of Customer based documentation.	Experience '(Number of years)	2-3 yrs
Skills	Communicatin skills, Computer skills	Qualification	ITI / NCTVT
Physical requirement	Sense of sound, Good eye sight, Ability to wear PPE		
Internal	Customers	Other External parties/Vendors	
All department in the organisation	Supply chain /Production / Quality	All transporter and other logistics service provider.	