



<b>Role Name</b>	<b>Junior Officer- AFM &amp; Packing</b>	
<b>Reporting to</b>	<b>Section Head AFM &amp; Packing</b>	
<b>Role purpose</b>	<b>Manage delivery to customers in full on time</b>	
<b>Document created by</b>		
<b>Responsibilities Heads</b>	<b>KRA (Key Result Areas)</b>	<b>KPI (Key Performance Indicators)</b>
Safety	To implement SOP's for safety so as to build safe working environment by ensuring adherence to safety norms.	No. of recordable/restricted injuries
		Safety audit score
		Timeliness of implementation of countermeasure for safety audit observations
Dispatch	Export dispatch according to customer order	Plan Vs Actual
	Planing of AFM	Plan Vs Actual
Quality Management	Implementation, review & monitoring of TS 16949,ISO 14001,ISO 9001, TQM,TPM , as per Company Guidelines.	TQM Audit score / TQM Review meetings. No. of NCR's in internal / External Audits.
Inventory management.	Monitoring of physical qty. v/s actual against system for critical consumables,	Daily Basis
	Monitoring the stock & wastage of shelf life items.	Daily Basis
	Monthly store inventory module closing.	1.No.of days inventory
Control	Glass breakage at All location of Hub	1) Primery Brackage,AFM
	To control the Packing cost	Daily Monitroing
Budgeting & Reporting	1-To prepare annual budgets for Packing,	1) Budget Transport cost Monthly 2) Budget Packing Cost All HUB & MTP 3)
Improvement	New Mode Develop Box Size Foam etc.	1).Type of packing. Wooden/Pallet
Manpower Development	To plan and develop the skills in team members as per roles and responsibility	1) timeliness of Competency mapping preparation 2) Training plan vs actual
<b>INTERACTION</b>		
<b>Internal</b>	<b>Customers</b>	<b>Other External parties/Vendors</b>
Sales & Marketing, Materials, Maintenance, Production, I.T.,Projects and New Model Development	All ADSL customer specific to logistics	Transporters, Logistics service providers