



Role Name	Junior Officer - MIS PPC		
Role purpose	To ensure on time and accurate reporting of Production results		
Reporting to	Section Head _ PPC		
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Responsibilities Heads	KRA (Key Result Areas)	KPI (Key Performance Indicators)	
MIS	To ensure the accuracy of stock in physical as well as in system	physical stocks vs system stocks (IRA final to FG, IRA-WIP)	
	To ensure the timely updation of transactions in Oracle	plan vs actual reports	
	To ensure timely generation of reports (daily/weekly/monthly)	timeliness of report submission	
	Monthly reporting of production to MIS	Timeliness and accuracy	
System	To ensure maintenance of SOP related to following 1.IRA 2.Stock take 3. Reconciliation	variance between plan vs actual	
Manpower development	To undertake training initiatives for self to facilitate learning and development opportunities and to train other members in PPC	number of competency developed, no of persons developed for MIS	
REQUIREMENTS			
Knowledge	Knowledge of IT system like , MS Office , Oracle modules	Experience (Number of years)	3-4 years
Skills	Communication & analytical skills	Qualification	Diploma (Mech)
INTERACTION			
Internal	Customers	Other External parties/Vendors	
Production , FG, Accounts, Logistics			