

Role Name	Junior Officer- Pallet	
Reporting to	Section Head	
Role purpose	Managing Pallet yard & FG warehouse	
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Responsibilities Heads	KRA (Key Result Areas)	KPI (Key Performance Indicators)
Pallet yard	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
	Monitoring the repair & maintenance cost for steel pallets	Pallet Maintenance cost/sq meter
	To design and ensure availability of pallets on time for new models	1)New design Pallet/Trolley status
	To monitor the modification in existing pallets for better serviceability & reduction in transport cost & pallet R&M cost	1)Improvement activities status 2) Packing qty improvement/pallet
	To ensure the better service to customer in terms of pallets & customer claims settlement related to Packaging	1)customer claims
	To coordinate with all plants in order to ensure the effective rotation of steel pallets hence improved supportability to production in pallet availability	1)Plant wise pallet operation stocks 2)Production down time due to non availability of Pallets
	Quality Management	Implementation, review & monitoring of TS 16949, ISO 14001, TQM as per company guidelines in Packing, Pallet yard & OES logistics.
Budgeting & control	Preparation of annual, monthly Packaging, Pallets Repair & Maintenance, Budget	1) Timeliness of Preparation, Review and Reporting 2) Variance reporting budget vs actual
Manpower Development	To plan and develop the skills in section members as per roles and responsibility	1) timeliness of Competency mapping preparation 2) Training plan vs actual
	To build and maintain high morale and motivation in section members through better communication by periodical formal and informal meetings	1) Communication meeting plan vs actual 2) Off site get togethers (of logistics section) plan vs actual
INTERACTION		
Internal	Customers	Other External parties/Vendors
Sales & Marketing, Production, QA, I.T., Projects, Materials and New Model Development	Supply chain, Production, Quality	Packing service providers, Fabricators & Freight forwarding agencies