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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 |