

JOB NARRATIVE

1. Job Purpose and Roles and Responsibilities of the Job
2. Organisation Structure, Outcomes/Value Add, Financials & Work Relations

Basic Details

Job Title	<u>Field Logistics Manager</u>
Function	Logistics
Location	Zonal office

Job Purpose:

- Summarizes the main points of the job description which may include key responsibilities, functions, and duties
 - Job Purpose is the prime objective for which the Job holder is responsible for. It is directly controlled by the Job holder
 - Should contain 1 - 3 key points
- The incumbent is responsible for the dispatch of Fertilizers from the Rake point and Warehouse to the customers in line with their requirements. Track of delivery orders in the system.
 - Governing the movements/logistics of the products on “timely basis” to all the customers.
 - The incumbent is responsible for Rake Handling / transporter/Warehousing performance evaluation.
 - Completion of Reco. after dispatch of material from Rake point /Warehouses.
 - Keeping track of delivered goods.

Key Accountabilities & Outcomes

Key Accountability	Major Activities/ Tasks
<ul style="list-style-type: none"> • Main areas of accountability / key goals of the Job. • Should contain five to Seven Key Accountabilities. • Can be derived through Balanced Score Card Perspectives (Financial, Customer, Internal Process & Learning and Growth) 	<ul style="list-style-type: none"> • The tasks under Key Responsibility that the Job holder is suppose to perform to achieve the business goals
<ul style="list-style-type: none"> • Ensuring on time Delivery order issuance & Execution of Fertilizers from Rake point & Warehouse. • Service Line Agreement with all Customers. Monitoring Rake Handling Vendor / Transporter /Warehousing agent Performance on Daily/Monthly Basis • Coordination with ZM, AO, Executives and Vendors to ensure smooth operation of Movement & Supervision of rake unloading at Rake Point/Warehousing. • Daily/Monthly MIS on Logistics Movement, warehouse report, Re-bagging & std. report, logistics 	<ul style="list-style-type: none"> • Follow up with transporters for timely placement of trucks. • Coordination with Warehouse agent, Rake handling agent for faster movement of material from Rake point & Warehouse. • Material to be dispatch from Warehouse on FIFO system. • Timely completion of Re-bagging & std. material at Warehouse.

cost.	
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Work Relations (Internal and External)	
<p>Internal Relations</p> <ul style="list-style-type: none"> • Main interface of the Job Holder(Working relationships with Key stakeholders/ internal customers • Other Job Holders that the Job holder have may to liaise, report or coordinate with 	<p>External Relations</p> <ul style="list-style-type: none"> • Main interface of the Job Holder(Working relationships with Key stakeholders/ external customers
<ul style="list-style-type: none"> • ZM, AM, Field Executives, Accounts Manager, Logistics Team at Taloja. 	<ul style="list-style-type: none"> • Transporter & their team ,truck owner/driver

Key Dimensions	
<p>Financial Dimensions</p> <ul style="list-style-type: none"> • List the significant numerical data which will reflect the scope and scale of activities concerning this job such as budget, cost, revenue etc. 	<p>People Dimensions</p> <ul style="list-style-type: none"> • Mention the team size (direct reportees only) the Job Holder would have to manage for the scope of activities concerning to this role
<ul style="list-style-type: none"> • Timely execution of orders. • Transporter performance. • Timely issuance of DO to transporter. • Timely submission of Rake report. 	NA

ACHIEVEMENT PROFILE
<ul style="list-style-type: none"> • What are the capabilities required by the Job Holder at this position • Specify Knowledge (technical expertise), experience, skills, behavioural competencies, personality required • It depicts candidate profile for making hiring decision and helps incumbent profile for competency mapping

Education Qualifications / Background
<ul style="list-style-type: none"> • State minimum qualification required by the Job Holder to work effectively on this position • B.COM with MBA . • Preferred graduate/post graduate in Supply chain Management.

Relevant and Total Years of Experience
<ul style="list-style-type: none"> • Mention years of experience required for the job • Elaborate more of the relevance / type of the job experience required by the role
<ul style="list-style-type: none"> • 7 to 8 years of experience in SCM • Preferred candidate from Fertilizer /Cement industry.

Technical/Functional Expertise
<ul style="list-style-type: none"> • State minimum proficiency required on specific technical or functional skills required for the Job Role

- Good knowledge of MS office
- Operational SAP skills.
- Analytical skills

Behavioural Competencies (*List only 3- 5 specific behavioural competencies*)

- *State behavioural competencies required to function effectively at this position*

- Leadership
- Good communication/coordination skills.
- Good personal Relationship.

Personality (*List only 3- 5 specific personality characteristics*)

- *Write personal characteristics/ personality type that is suitable to work at this job level.*

- Listening
- Team Building
- Soft spoken
- Hard working
- Work on Saturday /Sunday also.