



***One of India's leading producers of fertilizers and industrial chemicals,***

We are transforming our business through focus on Collaboration beyond boundaries, Relentless Focus on Results, Innovation, and unflinching commitment to deliverables and promises.

We are looking for individuals who enjoy working outside their comfort zone and are ready to accept challenges. We believe in achieving excellence in whatever we do. For this we provide a great degree of support through a combination of best of the systems & processes, employees' capability building and their well-being.

We also place a considerable weightage to individuals who are proactive & self-motivated and have good inter-personal & social skills and have the ability to work in teams.

### **JOB DESCRIPTION**

*Designation: Assistant Manager Dispatch*

*Function: Logistics*

*Location: K8*

*Sector: Manufacturing*

*Purpose of the Job:*

*This role is primarily responsible to ensure Proper Receipts / Clearances of Finished / semi finished Products its documentation & accounting. Maintenance of manual records / Register etc. Periodical MIS reporting to Management. Co-ordination Despatch / Weighbridge day to day operation. Preservation of input / output documentation related to dispatch.*

**Overview/ Responsibilities: As Assistant Manager Dispatch, you will be expected to:**

<b><i>Key Accountabilities for the position</i></b>	<b><i>Major Tasks for the position</i></b>
<ul style="list-style-type: none"><li>▪ Thorough knowledge of dispatch operation. Computer literacy, knowledge SAP, ISO.</li></ul>	<ul style="list-style-type: none"><li>▪ Ensuring dispatches are not hampered by confirming product quality and verify stock levels.</li><li>▪ Updating of documents both manual/SAP as required by statutory authorities and as a database for future reference.</li><li>▪ Reporting to HOD, Site shift manager for giving them plant status, production, dispatch &amp; consumption figures, dispatch analysis reports, deviation &amp; corrective actions taken &amp; seeking guidance for unidentified problem areas &amp; improvement schemes to arrive at quick solutions to problems.</li><li>▪ Ensuring continuous availability of resources for uninterrupted operation of the plant, coordinating with interdependent departments/plants to share &amp; fulfil mutual responsibility.</li></ul>

***"We believe together we can achieve excellence! "***



	<ul style="list-style-type: none"> <li>▪</li> </ul>
<ul style="list-style-type: none"> <li>▪ Co-ordination</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coordination with logistic &amp; transport dept. for the smooth operation of dispatch activities.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Dispatch</li> </ul>	<ul style="list-style-type: none"> <li>▪ Co-ordinate and execute Domestic Despatches</li> </ul>
<ul style="list-style-type: none"> <li>▪ Documents</li> </ul>	<ul style="list-style-type: none"> <li>▪ Check Excise documents in respect of Captive Consumption and pipeline despatches.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Export</li> </ul>	<ul style="list-style-type: none"> <li>▪ Personally, execute Export consignment loading with Authorities &amp; its documentation in system</li> </ul>
<ul style="list-style-type: none"> <li>▪ Transporter</li> </ul>	<ul style="list-style-type: none"> <li>▪ Does Job Work accounting in respect of Input / output material. Co-ordinates with customers / transporter and production.</li> </ul>
<ul style="list-style-type: none"> <li>▪ SAP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Co-ordinates with SAP support on day to day basis for Despatch functioning.</li> </ul>
<ul style="list-style-type: none"> <li>▪ PESO</li> </ul>	<ul style="list-style-type: none"> <li>▪ Does Bill certification in respect of Export packing / loading.</li> </ul>
<b>Educational Qualifications</b>	<b>Total years of experience</b>
<ul style="list-style-type: none"> <li>▪ Any Graduate</li> </ul>	<ul style="list-style-type: none"> <li>▪ 5-8 years of exp</li> </ul>
<b>Technical /Functional Expertise:</b>	
<ul style="list-style-type: none"> <li>▪ Basic Knowledge of dispatch process</li> <li>▪ SAP</li> <li>▪ Documentation and data entry</li> <li>▪ Working in team</li> <li>▪ Communication Skills</li> </ul>	

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