

JOB NARRATIVE

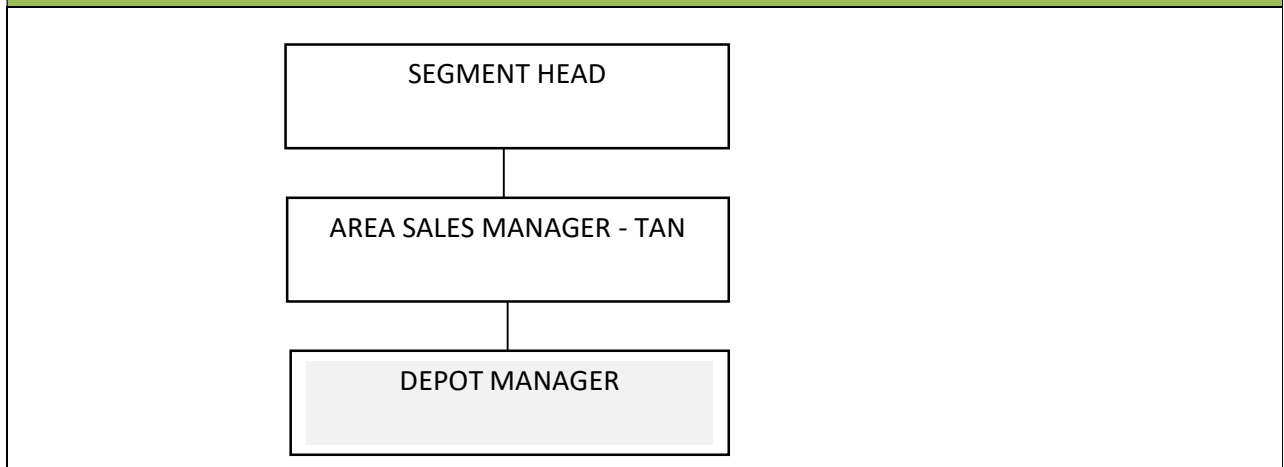
1. Job Purpose and Roles and Responsibilities of the Job
2. Organisation Structure, Outcomes/Value Add, Financials & Work Relations

Basic Details

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|-----------------|---------------------------|
| Job Title | Depot Manager - TAN Sales |
| Function | TAN Marketing |
| Business Sector | TAN |
| Location | Raigad- Maharashtra |

Organisation Structure

(Where does the position stands in the organisation structure of the Business)



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
- To effectively prepare, control & monitor the entire operation of depot to achieve the distribution plan for the said depot / area in line with overall sales & distribution objectives.
 - Support on Sales, Collection & ledger reconciliation of Customers of respective Areas under the guidance & supervision of Area Manager.
 - Supervision of compliance of AN Rules and other Statutory requirements to run the Depot Operation & MIS/Report>Returns related to Depot and business requirement agreed upon time to time.

| Key Accountabilities & Outcomes | |
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| 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 supposed to perform to achieve the business goals |
| <u>Warehouse Operations</u> | <ul style="list-style-type: none"> • Ensuring of adequate stock of various products as per the sales plan of the area. • Formulate strategy to reduce inventory carrying cost • Support logistic team to optimise Logistic cost of secondary transportation with coordination with STL logistic team, CHAs & Transport vendor. • Ensure adherence to Depot operation SOP. • Suggest changes in SOP if needed for better operation • Implement system & other procedures of depot to ensure effective space utilization & maintain FIFO. • Ensure safety & Security compliances as per PESO • Coordination with CHA to ensure smooth Depot operation. |
| <u>Sales & Collection Support and Business Development support</u> | <ul style="list-style-type: none"> • Follow up with Customers starting from collection of R10 upto realisation of payment under the guidance & plan by respective Area Mangers. • Ledger reconciliation & Sign-off with customer & Finance team under the guidance of Area Manger. Balance confirmation from all customers as & when required. • Preparation of SOs, follow up on DOs, loading with despatch team & update the same with their respective customers • Business Development support |
| <u>Ensuring compliances of AN Rule & Other Statutory norms</u> | <ul style="list-style-type: none"> • Ensure all statutory Licenses and permission & follow up renewal of CHA warehouse applicable for Depot operations. • Collection and submission of R11B for stock transfer & direct sale from Taloja and Warehouse to HO. • Ensure GPS & tracking as per STL standard for all transportation from warehouse. • Monthly audit as per the Checklist. • Ensure GST returns filling & submission of bills by CHAs on time. |
| <u>MIS</u> | <ul style="list-style-type: none"> • Rapport building & interact with local authorities. • Ensure Monthly statutory returns from respective CHAs • Report agreed with Compliance head as per the requirement. |

| | |
|---|--|
| <u>Training on AN Rules, Safety & Security</u> | <ul style="list-style-type: none"> Conduct refresher Training on AN Rules, Safety, ERP. Mock Drill to the CHA staffs, security guard, drivers & cleaners to educate on Rules applicable for storage, housekeeping, transportation & handling of Ammonium Nitrate & also maintain the training reports at Warehouse. |
| <u>Asset Management</u> | <ul style="list-style-type: none"> Management of GPS system Record keeping |

| 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"> Area Manager/Segment Heads TAN Logistic Team Compliance Head TAN Finance Team | <ul style="list-style-type: none"> Customers CHA Local Authorities |

ACHIEVEMENT PROFILE

- 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

- State minimum qualification required by the Job Holder to work effectively on this position
- Any Graduate preferably from Commerce Stream

Relevant and Total Years of Experience

- Mention years of experience required for the job
- Elaborate more of the relevance / type of the job experience required by the role
- 5 – 10 years of experience in C&F or Depot operation of large company or Experience in Explosives/Mining Industry with 3-5 years of experience

Technical/Functional Expertise

- State minimum proficiency required on specific technical or functional skills required for the Job Role
- Knowledge of mining operation and handling of explosives
- Knowledge of statutory provisions like, AN rule, Explosives Rules, Mining Legislation/Regulations, Mines Act
- Proficient in MS-Office, Excel, SAP operation

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

- State behavioural competencies required to function effectively at this position



- Good Customer Service Orientation
- System and process oriented
- Interpersonal & Communication Skills
- Analytical Skills
- Collaboration

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

- *Write personal characteristics/ personality type that is suitable to work at this job level.*
- Ability to be pro-active and self-motivated
- Ability to work under pressure
- Safety & Security minded
- Honesty & Integrity