



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: Officer - Dispatch

Function: Dispatch

Location: DAHEJ

Sector: MANUFACTURING

• **Purpose of the Job:**

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

Overview/ Responsibilities: As a Security Officer, you will be expected to:

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

"We believe together we can achieve excellence! "

Documents	Check Excise documents in respect of Captive Consumption and pipeline dispatches.
Export	Personally, execute Export consignment loading with Authorities & its documentation in system
Transporter	Does Job Work accounting in respect of Input / output material. Co-ordinates with customers / transporter and production.
SAP	Co-ordinates with SAP support on day to day basis for Dispatch functioning.
PESO	Does Bill certification in respect of Export packing / loading.
<ul style="list-style-type: none"> • Educational qualifications 	<ul style="list-style-type: none"> • Total years of experience
<ul style="list-style-type: none"> • GRADUATE • DIPLOMA IN MATERIALS MANAGEMENT IS PREFERABLE 	<ul style="list-style-type: none"> • 3-8 YEARS IN DISPATCH OPERATION IN SIMILAR TYPE OF INDUSTRY. • KNOWLADGE OF SAP & MATERIAL SAFETY DATA SHEET
Technical /functional expertise:	
<ul style="list-style-type: none"> • KNOWLEDGE OF INVENTORY CONTROL TECHNIQUES. • KNOWLEDGE OF MATERIAL MANAGEMENT & ACCOUNTING. • KNOWLEDGE OF EXCISE RULES. • KNOWLEDGE OF SAP 	
Behavioral Competencies (List only 3- 5 specific behavioral competencies)	
<i>State behavioral competencies required to function effectively at this position</i>	
<ul style="list-style-type: none"> • RESULT ORIENTED • BELIVE IN TEAMWORK • SELF MOTIVATED • LEADERSHIP • PROACTIVE 	
Personality (List only 3- 5 specific personality characteristics)	
<ul style="list-style-type: none"> • Calculative • Result Oriented 	

“We believe together we can achieve excellence! “