

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.													
Responsibility & Authority											Doc No :LKM/SLS/DI/18-B		
											Rev No&Date : 00/01-08-2017		
R.Nagaraj - Sr.EXECUTIVE ( Dispatch activities )													
S.No	Responsibility	Co - Ordination	Reference	Document No	Frequency / Target	Target 25-26	Actual	Target 26-27	Develop the second line person / Alternate	Sales Activity Contribution	Training Title	Before Training Skill Level 24-25	After Training Skill Level 25-26
1	Trolley Opening Stock taking all location (LKM U3/U1/U2) and empty trolley arrangement.	Sales Team	***	Supporting Document	Daily Followup	100%	85%	100%	N.Puviyarasu / S.R.Manikandan	Documentation	Daily Work Management	L3	L4
2	TVSM & Greaves Child parts Opening Stock updation	HOD	***	***	Daily Followup	100%	85%	100%	N.Puviyarasu / S.R.Manikandan	Dispatch Activity	Knowledge on Accountability & Traceability	L3	L4
3	Vehicle Follow-up end to end from Hosur to (RPT- Mysore)	Transport	***	***	Daily Followup	100%	85%	100%	R.SivaKumar	Cust Followup		L3	L4
4	Dispatch activity monitoring	HOD	Dispatch Register	Supporting Document	Daily Followup	100%	90%	100%	N.Puviyarasu / S.R.Manikandan	Dispatch Activity	Transportar,inter&Intra communication skill	L3	L4
5	Sch Vs. supply analysis.	HOD	Sales Projection	LKM/SLS/DI/20	Daily Followup	100%	80%	100%	R.SivaKumar/ N.Puviyarasu	Sales Planning	Knowledge on Analytical skill	L3	L3
6	Vehicle Planning and tracking.	Transport	*****	****	Daily Followup	100%	80%	100%	R.SivaKumar/ N.Puviyarasu	Dispatch Activity	Transportar, inter&Intra communication skill	L3	L3
7	Sales planning (Review of plan sheet).	HOD	Plan Vs. Actual	LKM/SLS/DI/05	Daily Followup	100%	80%	100%	R.SivaKumar	Sales Planning	Knowledge on Analytical skill	L2	L3
8	ASN / MRP system follow up.	Customer	Customer Website	****	Daily Followup	100%	83%	100%	N.Puviyarasu / S.R.Manikandan	Documentation	Knowledge About Kanban,JIT,MRP & Perimum Feright	L2	L3
9	Production commitment follow-up.	Production, Purchase	Daily commitment sheet	LKM/SLS/DI/20	Daily Followup	100%	90%	100%	N.Puviyarasu / S.R.Manikandan	Sales Planning	Product Knowledge	L3	L4
10	GRN follow up	Finance	****	LKM/SLS/DI/12	Daily Followup	100%	90%	100%	R.SivaKumar/ N.Puviyarasu	Cust Followup	Knowledge on Accountability & Traceability	L3	L4
11	Clearance of customer complaint / Rejection	QAD, Finance	Customer Rejection& Compliant	LKM/QAD/DI/58	As per plan	100%	90%	100%	N.Puviyarasu / S.R.Manikandan	Dispatch Activity		L3	L4
12	Accounting of container in register	Store	Container Register	Supporting Document	Daily Followup	100%	80%	100%	N.Puviyarasu / S.R.Manikandan	FG Store Activity		L2	L3
13	Vehicle trip monitoring ( veh. type wise / plan)	Sales Team	Vehicle trip monitoring register	Supporting Document	Daily Followup	100%	80%	100%	N.Puviyarasu / S.R.Manikandan	Dispatch Activity		L2	L3
14	Vehicle turn around time monitoring	Sales Team	***	***	Daily Followup	100%	85%	100%	N.Puviyarasu / S.R.Manikandan	Dispatch Activity	Transportar,inter&Intra communication skill	L3	L4
15	Manpower Followup(Op,Sr.op)	HOD	Manpower Register	***	Daily Followup	100%	80%	100%	N.Puviyarasu / S.R.Manikandan	Manpower	Knowledge on Accountability & Traceability	L2	L3
16	Ensuring of current P.O & rate checking	Store Team	Purchase order	***	As per plan	100%	85%	100%	R.SivaKumar/ N.Puviyarasu	Documentation		L3	L4
17	Customer Critical materials follow up.	Production, Purchase	Mail	****	As per plan	100%	85%	100%	R.SivaKumar/ N.Puviyarasu	Cust Followup	Customer Relationship Management	L3	L4
18	Commitment materials follow-up.	Production, Purchase	Daily commitment sheet	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	N.Puviyarasu / S.R.Manikandan	Cust Followup	Knowledge on Accountability & Traceability	L3	L4
19	FIFO follow-up.	FG Store	FIFO priority index	LKM/SLS/DI/16	Daily Followup	100%	85%	100%	N.Puviyarasu / S.R.Manikandan	FG Store Activity		L3	L4
20	Vehicle audit to be completed for new and regular vechicles on monthly basis.	Transport	Vehicle audit Check list	LKM/SLS/DI/51	Monthly	100%	75%	100%	R.SivaKumar	Documentation	Transportar,inter&Intra communication skill	L2	L3

