

**Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.**

**Responsibility & Authority**

Doc No :LKM/SLS/DI/18-R

Rev No&Date : 00/01-08-2017

**R.Umamageshwari-Jr.Officer- ( AL/TAFE(FED) Data Entry Dispatch )**

S.No.	Responsibility & Authority	Co - Ordination	Reference	Document No	Frequency / Target	Target 24-25	Actual	Target 25-26	Develop the second line person / Alternate	Sales Activity Contribution	Training Title	Before Training Skill Level 24-25	After Training Skill Level 25-26
1	AL & TAFE(FED) Plan sheet updation	Sales	Plan Vs. Actual	*****	Daily Followup	100%	80%	100%	M.Deepa	Documentation	Knowledge about customer requirement	L2	L3
2	AL ASN Downloaded & Convert to Our Excel Format.	Sales	ASN Preparation	LKM/SLS/DI/09	Daily Followup	100%	83%	100%	K.ManojKumar	Documentation	Knowledge on Software Skill	L2	L3
3	Receiving Dispatch Plan Mail from KNL for Invoicing & Commitments	KNL Sales	Invoice Request	*****	Daily Followup	100%	85%	100%	K.ManojKumar	Dispatch Activity	Knowledge about customer requirement	L2	L3
4	AL ASN Downloaded & Convert to Our Excel Format.	Sales	ASN Preparation	LKM/SLS/DI/09	Daily Followup	100%	85%	100%	K.ManojKumar	Dispatch Activity	Knowledge on Software Skill	L2	L3
5	Leyland / FED PO updation	Sales	*****	LKM/SLS/DI/50	Daily Followup	100%	75%	100%	K.ManojKumar	Documentation	Control of Documents & Records	L1	L2
6	DWM meeting PPT updation	Sales	****	****	Daily Followup	100%	80%	100%	M.Deepa	Documentation	Knowledge on Software Skill	L1	L2
7	TAFE(FED) Dispatch plan Mail to Customer & KNL with Mark CC to HOD.	HOD	Plan Vs. Actual	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	K.ManojKumar	Cust Followup	Communicational Skills	L2	L3
8	FG (D3 Closing).	RM.Store	D3 Register	*****	As per plan	100%	80%	100%	R.Umamageshwari	Dispatch Activity	Knowledge about customer requirement	L2	L3
9	Sales Order Updation / Short Close	Sales	ERP	LKM/SLS/DI/08	As per plan	100%	50%	100%	M.Deepa	Dispatch Activity	Knowledge on Analytical skill	L1	L1
10	Receiving Dispatch Plan Mail from KNL for Invoicing & Commitments	KNL Sales	Invoice Request	*****	As per plan	100%	80%	100%	M.Deepa	Documentation	Knowledge about customer requirement	L2	L3
11	All Original Copy Submission (Courier).	Finance	Original Invoices Submission Register	*****	As per plan	100%	80%	100%	M.Deepa	Documentation	Knowledge on Accountability & Traceability	L2	L3

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12	Follow Ups KNL Invoice & Dispatch List & Item Transfer	Customer	Portal	*****	Daily Followup	100%	80%	100%	K.ManojKumar	Dispatch Activity	Daily Works Management	L2	L3
13	Invoice Preparation for Leyland / FED	Sales, Accounts	*****	LKM/SLS/DI/22	As per plan	100%	35%	100%	K.ManojKumar	Dispatch Activity	Knowledge on Software Skill	L1	L1
14	Customer wise ASN preparation & Verify the Dispatch.	Sales	*****	*****	Daily Followup	100%	85%	100%	K.ManojKumar	Documentation		L2	L3
15	Filling (sales check list, po, customer-corr, daily plan vs. actual).	Sales	*****	*****	Daily Followup	100%	90%	100%	K.ManojKumar	Documentation	Knowledge on Accountability & Traceability	L3	L4
16	All Original Copy Submission (Courier).	Finance	Original Invoices Submission Register	*****	As per plan	100%	35%	100%	M.Deepa	Documentation	Customer Relationship Management	L1	L2
17	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	***	***	***	***	***	***	Documentation	Knowledge of QMS /IATF 16949	L1	L2
18	Any other Job assigned by HOD.	HOD	*****	*****	*****	*****	*****	*****	*****	Others			

Prepared by :

Approved by :