

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.													
Responsibility & Authority with Training Title											Doc No :LKM/SLS/DI/18-L		
											Rev No&Date : 00/01-08-2017		
R.Ravichandran- Jr.OFFICER (sales activities )													
S.N o.	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	Daily Sales MIS updation & share to HOD	Sales	Sales Plan vs Actual	LKM/SLS/DI/20	Daily follow up	100%	30%	100%	N.Poovizhi	Documentation	Knowledge on Software Skill	L1	L2
2	Data Analysis & Automation	Sales	****	****	Daily follow up	100%	50%	100%	N.Poovizhi	Documentation		L1	L2
3	To assist HOD to Prepare Company's Business Plan and monitor to Achieve it's Goals & Objectives.	Sales	****	****	Weekly	100%	20%	100%	A.Janna	Documentation		L1	L1
4	MRM & MPRM Presentation updation / Customer Failure Analysis & Presentation	HOD	****	****	As per plan	100%	-	100%	A.Janna / N.Poovizhi	Documentation	Knowledge on Accountability & Traceability	L1	-
5	Customer satisfaction survey report preparation and customer visit.	QAD	Customer Satisfaction	LKM/SLS/DI/29	Monthly	100%	-	100%	N.Poovizhi	Sales Planning	Communicational Skills	L1	-
7	NPD Co-ordinate with document updation and followup in initial stage	Team	APQP	LKM/NPD/DI/01	Daily follow up	100%	-	100%	N.Poovizhi	Documentation	Knowledge on Analytical skill	L1	-
8	Container BOM Preparation	Sales,Costing,Ac counts, ISD	****	LKM/SLS/DI/50	As per plan	100%	-	100%	K.ManojKumar/ N.Poovizhi	Documentation	Customer Relationship Management	L1	-
9	Preparation of Packing Standard for new parts	Sales , QMS	****	LKM/NPD/DI/38	As per plan	100%	-	100%	K.ManojKumar/ N.Poovizhi	Documentation	Sales Department Procedure	L1	-
10	Implementation and Improvement of new requirements for QMS document	Customer	****	****	As per plan	100%	30%	100%	K.ManojKumar/ N.Poovizhi	Cust Followup	Customer Relationship Management	L1	L2
11	Kaizen Result updation Monitoring	Production, Purchase, Finance	Kaizen file	LKM/QAD/DI/130	Monthly	100%	30%	100%	N.Poovizhi	Dispatch Activity	Knowledge About Kanban,JIT,MRP & Perimum Feright	L1	L2
12	CIP / Suggestion to improvement	Sales	CIP file	LKM/QMS/DI/30	Daily follow up	100%	50%	100%	N.Poovizhi	Dispatch Activity	Knowledge on Analytical skill	L1	L2
13	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****	****	100%	****	100%		Documentation	Knowledge of QMS /IATF 16949	L1	-
14	Any other Job assigned by HOD.	HOD	****	****	****	****	****			Others	-	-	-
Prepared by :										Approved by:			