

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.													
Responsibility & Authority											Doc No :LKM/SLS/DI/18-L Rev No&Date : 00/01-08-2017		
N.Poovizhi- 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.	Sales	Sales Plan vs Actual	LKM/SLS/DI/21	Daily follow up	100%	80%	100%	R.Ravichandran	Documentation	Knowledge on Software Skill	L2	L3
2	Sales Projection updation	Sales	****	****	Daily follow up	100%	60%	100%	R.Ravichandran	Documentation		L2	L3
3	Sales Presentation (Monday meeting& DWM meeting)	Sales	****	****	Weekly	100%	60%	100%	R.Ravichandran	Documentation		L2	L3
4	Board Meeting PPT updation	HOD	sales report	****	Monthly	100%	60%	100%	R.Ravi	Documentation	Knowledge on Software Skill	L2	L3
5	COPQ Updation	QAD	****	****	Monthly	100%	70%	100%	R.Ravichandran	Sales Planning	Communicational Skills	L2	L3
6	Monthly transportation trips calculated and update in system.	FG.Store	Transportation	Supporting Document	Monthly	100%	75%	100%	R.Uma	Dispatch Activity	Transportar,inter&Intra communication skill	L2	L3
7	ODC Updation	Team	****	****	Daily follow up	100%	85%	100%	M.Deepa	Documentation	Knowledge on Analytical skill	L3	L4
8	P.O Follow-up	Sales, Costing, Accounts, ISD	****	LKM/SLS/DI/50	As per plan	100%	70%	100%	R.Ravichandran / R.Uma	Documentation	Customer Relationship Management	L2	L3
9	Maintenance of QMS Documents & Implementation of new requirements	Sales , QMS	****	****	As per plan	100%	60%	100%	R.Ravichandran	Documentation	Sales Department Procedure	L2	L3
10	Customer satisfaction survey report preparation	Customer	Customer Satisfaction	LKM/SLS/DI/29	As per plan	100%	60%	100%	R.Ravichandran	Cust Followup	Customer Relationship Management	L2	L3
11	To avoid Premium freight and maintain the register.	Production, Purchase, Finance	Premium freight Register	LKM/SLS/DI/27	Monthly	100%	75%	100%	R.Ravichandran	Dispatch Activity	Knowledge About Kanban,JIT,MRP & Perimum Feright	L2	L3
12	JIT call performance updation day wise	Sales	Daily JIT call Status	****	Daily follow up	100%	85%	100%	R.Ravichandran	Dispatch Activity	Knowledge on Analytical skill	L3	L4
13	Kaizen Result updation Monitoring	Sales	Kaizen file	LKM/QAD/DI/1	As per plan	100%	80%	100%	R.Ravichandran	Documentation	CAPA & KAIZEN & SUGGESTION/CIP	L2	L3
14	KPI updation	QMS	KPI	LKM/QMS/DI/10	Monthly	100%	85%	100%	R.Ravichandran	Sales Planning	Key Performance Indicator (KPI)	L3	L4
15	Sales Order Short close / Updation	Sales	ERP	LKM/SLS/DI/08	As per plan	100%	90%	100%	R.Ravichandran	Dispatch Activity	Knowledge on Software Skill	L3	L4
16	Monthly sales report preparation.	HOD	sales report	****	Monthly	100%	65%	100%	R.Ravichandran	Documentation		L2	L3

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17	Non Moving parts details Updation	HOD	****	LKM/SLS/DI/53	Monthly	100%	70%	100%	R.Ravichandran	FG Store Activity	Knowledge on Accountability & Traceability	L2	L3
18	Manpower Followup	HOD	***	***	Daily follow up	100%	85%	100%	R.Uma	Manpower	Efficient utilization of manpower & People Development	L3	L4
19	Preparation of Packing Standard for new parts	HOD	***	***	As per plan	100%	80%	100%	R.Ravichandran / K.ManojKumar	Sales Planning	Product Knowledge	L2	L3
20	MD data updation	HOD, QMS	****	****	Monthly	100%	60%	100%	R.Ravichandran	Documentation	Team Management	L2	L3
21	CIP / Suggestion to improvement DPR	Team,HOD	CIP file	LKM/QMS/DI/3	As per plan	100%	85%	100%	R.Ravichandran	Documentation	CAPA & KAIZEN & SUGGESTION/CIP	L3	L4
22	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****	****	100%	****	100%		Documentation	Knowledge of QMS /IATF 16949	L1	L2
23	Sales Department Co-ordinate	HOD	CFT	****	****	100%	****	100%	****	Manpower	Team Management	L2	L3
24	Any other Job assigned by HOD.	HOD	****	****	****	****	****	****		Others			

Prepared by :

Approved by: