

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.													
Responsibility & Authority											Doc No :LKM/SLS/DI/18-C		
											Rev No&Date : 00/01-08-2017		
A.Jannathul Firdhous - Sr.Officer (sales activities)													
S.No .	Responsibility	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	1S & 2S activities in Office.	Sales	****	LKM/QMS/DI/26	Daily follow up	100%	85%	100%	Poovizhi	Others	Daily Work Management	L2	L3
2	Hard & Soft Copies of File Maintenance.	Sales	****	Supporting Document	Daily follow up	100%	85%	100%	Poovizhi	Documentation	Knowledge on Accountability & Traceability	L2	L3
3	Customer Communication.	Customer	Mail	****	Daily follow up	100%	90%	100%	Baskar& Shanmugam	Cust Followup	Customer Relationship Management	L3	L4
4	Maintenance of QMS Documents & Implementation	QMS	Master list of documents & records & change request.	****	Daily follow up	100%	90%	100%	Poovizhi / Ravichandran	Documentation	Knowledge of QMS /IATF 16949	L3	L4
5	Maintenance of Premium freight.	Production, Purchase, Finance	Premium freight Register	LKM/SLS/DI/27	Daily follow up	100%	95%	100%	Poovizhi	Dispatch Activity	Knowledge about customer requirement	L3	L4
6	Production and Purchase commitment follow-up	Production, Purchase	Daily commitment sheet	LKM/SLS/DI/20	Daily follow up	100%	95%	100%	Baskar& Shanmugam	Sales Planning		L3	L4
7	Critical materials follow up TVSM parts	Production, Purchase	Daily commitment sheet	****	Daily follow up	100%	100%	100%	Baskar& Shanmugam	Sales Planning		L3	L4
8	Below MSL Vs JITCALLfollow-ups	Production, Purchase	Daily commitment sheet	****	Daily follow up	100%	95%	100%	T.Shanmugam	FG Store Activity	Knowledge on Accountability & Traceability	L3	L4
9	Sch Vs. supply analysis.	HOD	Sales Projection	LKM/SLS/DI/20	Daily follow up	100%	95%	100%	Poovizhi / Ravichandran	Sales Planning	Knowledge on Analytical skill	L3	L4
10	Co-ordination of Training activities.	HRD	Training records	****	As per plan	100%	95%	100%	Poovizhi / Uma	Manpower	Train the Trainee	L3	L4
11	Sales projection Updation & Analysis.	HOD& ED Sir	Sales Projection	****	As per plan	100%	95%	100%	Poovizhi / Ravichandran	Sales Planning	Knowledge on Analytical skill	L3	L4
12	Customer satisfaction survey report preparation	Customer	Customer Satisfaction	LKM/SLS/DI/29	Yearly once	100%	95%	100%	Poovizhi	Cust Followup	Customer Relationship Management	L3	L4
13	Delivery Rating & Sales Loss updation	HOD	sales report	****	Monthly	100%	90%	100%	Poovizhi	Documentation	Knowledge on Analytical skill	L3	L4
14	Sales Presentation analysis	QMS	Presentation	Supporting Document	Monthly	100%	95%	100%	Ravichandran	Documentation		L3	L4
15	Sales Planning and schedule releasing.	HOD& ED Sir	Schedule	LKM/SLS/DI/05	Monthly 3 times	100%	95%	100%	Poovizhi	Sales Planning		L3	L4
16	Sales order and rate contract updation in ERP	ISD	ERP	****	Monthly	100%	95%	100%	Poovizhi	Dispatch Activity	Knowledge on Software Skill	L3	L4
17	Monthly sales report preparation.	HOD	sales report	****	Monthly	100%	90%	100%	Poovizhi	Documentation	Knowledge on Software Skill	L3	L4
18	Budget Planning.	HOD	Budget	****	Monthly	100%	90%	100%	Poovizhi	Documentation	Knowledge on Accountability	L3	L4
19	Data analysis.	HOD	****	****	Monthly	100%	90%	100%	Poovizhi / Ravichandran	Documentation	Knowledge on Analytical skill	L3	L4

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20	Provide suggestions /feedback to improve excel automation.	Sales Team	CIP Register	****	Monthly	100%	90%	100%	Poovizhi / Ravichandran	Documentation	Knowledge on Kaizen & CIP	L3	L4
21	DPR Analysis	HOD	DPR Presentation	****	Monthly	100%	90%	100%	Poovizhi / Ravichandran	Documentation	Knowledge on Accountability & Traceability	L3	L4
22	DWM Meeting Presentation	HOD	Presentation	****	Preparation DWM Presentation	100%	95%	100%	Deepa/Poovizhi	Documentation		L3	L4
23	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	Supporting Document	****		****		****	Documentation	Knowledge of QMS /IATF 16949	L3	L4
24	Sales Team Building	Team	Training	****	****		****		****	Manpower	Team Management	L3	L4
25	Any other Job assigned by HOD.	HOD	****	****	****		****		****	Others	Behaviour & Discipline	L3	L4
S.No	Authority	Co - Ordination	Reference										
1	Sanction for OT Slip and Outpass												
Prepared by :											Approved by :		