**Teknowledge Shared Services (PVT) LTD.**

**OPR for Attend to any ad – hoc jobs gathered during the day, plan the procurements for next day**

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| **SUBJECT** | OPR for Attend to any ad – hoc jobs gathered during the day, plan the procurements for next day |
| **DEPARTMENT** | Admin Operation |
| **RECORDER (Name Designation)** | Dishan Malaweera / Admin Operation |
| **APPROVED BY (Name Designation)** |  |
| **CREATED DATE** | 06/03/2016 |
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. 1. Introduction

* Attend to other procurement related task to head office procurements.
* Courier bags service every day.
* Check bills, invoice and letters receive to admin department.
* Maintain the register for distributing the received bills, invoices and letters among the relevant department.

2. Contents

* Courier Bags service
* Bill Registers
* Telephone Calls.

3. Process

* Check and stream line the courier bags receiving and handing over process.
* Check for any documents received from farms to head office by attention for any dep./person.
* Collect all courier documents receive from relevant farms every day.
* Enter into a register and distribute among the relevant attention dep./person.
* Check the courier bags receive / hand over process with farms.
* Check for any documents / letters and bills receive directly to head office.
* Check for any utility bills (water /electricity) and enter into a special register to compare the units consumed for the relevant month.
* Collect all bills, invoices and letters /courier hand over documents and letters receive direct to head office.
* Distribute all the bills, invoices and all letters via register among the relevant dept.
* Raise goods received notes on behalf of the farms for all cash and credit purchases.
* Help out for any other admin related works.
* Check any special requirements requested by Horana/Wadduwa and Maldives.
* Check any balance dry goods from requirements relevant to Horana,Wadduwa and Maldives.
* Check for any approvals received for budget requests.
* Obtain cash funds for following day procurements.
* Make necessary arrangements to do the procurements from head office and farms.
* Contact suppliers and update them to arrange the requested items on following day.
* Arrange transports and deliveries for following day.