

Job Title: SCM Executive (Logistics)			
Business Unit:	Sarvajal	Domain:	Supply Chain
Location:	Ahmedabad	Band/Grade:	1B/1C
Department:	SCM (Logistics)	Last updated on:	
		Degree of Travel required to:	Moderate Local Travelling
Purpose of Job	To perform Transportation Management and Documentation Work		
Key stakeholders	External	Internal	
	<ul style="list-style-type: none"> ● People in Transport Services ● Machine Manufacturer ● Telecom Representatives 	<ul style="list-style-type: none"> ● SCM Team Members ● Accounts ● Maintenance ● Territory Operation 	
Reporting structure	Role directly reports to	Positions that report into this role	
	Asst. Manager - Production	Not Applicable	
Essential Qualifications	Any Graduate		
Essential Experience	Minimum 2 Years of relevant experience		
Competencies	<ul style="list-style-type: none"> ● Good Communication & Negotiation ● Well Versed with MS Office ● Technical knowledge of RO Products 		
Decision Making Control	None		
Values			
Knowledge	<ul style="list-style-type: none"> ● Expertise – we strive for a deeper understanding of our domain ● Innovation – we aspire to do things creatively. 		
Action	<ul style="list-style-type: none"> ● Entrepreneurship – we are empowered to act decisively and create value ● Integrity – we are consistent in our thoughts, speech and action 		
Care	<ul style="list-style-type: none"> ● Trusteeship – we protect the interests of our customers, community, employees, partners and shareholders ● Humility – we aspire to be the best, yet strive to be humble. 		
Impact	<ul style="list-style-type: none"> ● Performance - We strive to achieve market leadership in scale and profitability, wherever we compete. ● Resilience - We aspire to build businesses that anticipate, adapt and endure for generations. 		
Key Roles/Responsibilities:			
<ol style="list-style-type: none"> 1) Provide relevant data and analysis to the operations team throughout the supply chain 2) Responsible for harmonizing and monitoring supply chain operations 3) Take responsibility for the success or failure of material shipping and delivery schedule 4) Responsible for troubleshooting any concern related to international freight transportation 5) Work with existing transportation suppliers on optimal delivery rate and routing 6) Ensuring that internal teams recommend the most advantageous transportation modes, routing, equipment or frequency 7) Responsible for establishing specific supply chain-based performance measurement systems 			

- 8) Direct and follow-up with incoming materials and outgoing finished products to ensure prompt delivery to customers
- 9) Work with and monitor the efforts of partners in the supply chain to ensure smooth operations
- 10) Responsible for utilizing logistics IT systems or software (ERP system) to optimize procedures
- 11) Responsible for planning and tracking the shipment of final products according to customer requirements
- 12) Responsible for the preparation of appropriate and accurate logistics reports for top management
- 13) Monitor deliveries and ensure customer satisfaction
- 14) Responsible for maintaining accurate logs of all transportation and goods
- 15) Handle sim card management and it's dealing

Date: _____

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Reviewed By: _____