

Role # : Supply & Distribution

Reporting To : Regional Head

Location : Regional Marketing Office

Interface : Logistic/Marketing/Finance

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Role Scope : Responsible for Rake supervision, Inventory control, co-ordination with field staff, Vendor management.
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Key Result Areas:

- ✓ *FINANCIAL*
- ✓ *CUSTOMER*
- ✓ *PROCESS*
- ✓ *PEOPLE DEVELOPMENT/LEARNING & GROWTH*

Job Elements:

- Preparation of monthly dispatch plan and submitting to RM
- Identification & selection of warehouse, Warehouse Management-Space utilization, Accounting.
- Initiating note for space reservation in consultation with RM (M).
- Arranging for inter - Warehouse movement (on emergency basis) after obtaining approval from S&D (CO)
- Supervision of Rake handling and dispersal of material to maximum possible extent.
- Collection of Rake Handling Reports from FSOs.
- Obtaining Monthly stock reports from all Field Officers duly certified by them.
- Monthly product wise stocks and empty bags reconciliation.
- Submission of stock reconciliation To Regional Accounts.
- Sending documents & data required for subsidy claim to Regional Accounts & Asset / Subsidy Cell.
- Forwarding of monthly / periodical reports to CO-S&D.
- Collection of Security Deposits from the Warehouse/H&T operators.
- Verification of storage, H&T, standardization and transportation bills and parking of bills in SAP.
- Updating of Road distances of new destinations and periodical verification of distances.

1. SAP transactions –

- a) Checking on daily basis the data flow in SAP & Sale Portal
 - b) Submission of templates for creation of new routes, cost masters, plants, vendors
- Secondary Freight Optimization based on L1/L2/L3, RH Vs WH Movement Ratio, Monthly dispatch plan & distributing Planning-(Rail/Road) in co ordination with Regional Head.
 - Vendor Management-Survey for appointment of new H&T contractors/renewal of existing contracts, Performance evaluation of H&T and storage contractors(Twice in year-half yearly).
 - Supervising standardization of stocks and PLR accounting, Empty bag accounting- Arranging 'A' class bags and disposal of 'C' class bags.
 - Physical verification and ATR, Rake Report, JIR, MIS, Stock reports& Reconciliation Adherence to Co standard and controlling under recovery.
 - Registration of all WHs in FRC, SAP Transaction: for creation of new route, cost masters, plants, vendors.
 - Learning initiatives-Attending Training & Sharing information policies with field force.

Educational Qualifications:

- Supply & Distribution graduate with MBA preferred.

Experience Essential:

Candidate should have at least 8-10 years of relevant experience.

Experience Desirable in the field :

Worked at least 5 years in the Agri industries.

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