Position Title : Shipment Leader
Department : Merchandising
Reports to : AGM - Merchandising
Review Routine : Quarterly Performance Review
Location : Gainup Technotek Limited, Ottupatti, Dindigul.

Roles and Responsibilities:

1. Upon on receipt po for new CC EAN number to be shared with ERP team for RFID Scanning integration

2. Weekly piloting need to share with DSI team for space booking & vehicle planning for shipment

3. AS creation need to be done as per CBRS

4. Packing list & PO to be shared with Logistic team for billing purpose

5. Vechile planning to be done with Exim team for DMI shipment

6. Monthly shipment need to arrive & reviewed with stack holder + AGM

7. Confrimed shipment to discussed & shared with planner to share with FTY team. Quality document should be maintained 100%

8. Piloted sales plan to be arrived & reviewed stack holder+AGM+VP before sharing with Fty team

9. Every day Piloted sales plan to be monitored & updated to keep shared with team for HOT/DOT

10. Any alter in terms of meeting EHD need to be updated to SPL thru stack holder for EHD change

11. Updated EHD need to be updated with Fty thru planner to plan rvsd shipment

12. HOT/DOT need to BE shared with Fty every week for analysis on performance of the week & month

This document will be revised annually or as needed whenever changes are required.

13. Weekly shipment plan to be reviewed with fty to keep HOT/DOT intact

14. Montly reconciliation to be arrived from fty team for better planning of shipments on GTD

15. Routine to followed without any deviation Daily meeting, Weekly meeting & KPI

Educational / Skills / Experience Requirements

Educational Qualification : 4 year B.Tech textile technology degree or any UG/PG graduation

Year of experience : 1 to 2 (Year Experience in manufacturing garments / Leather industries as executive)

Technical Requirements: link, Date analysis, AS Creation, Data Management

Behavior skills required: Interpersonal, Analytical, Decision making, Communication

IT Knowledge Required: Computer literacy in Microsoft, Excel, Power point.

Language Known : Fluent in Tamil, English.

KPI

S.NO	KPI	TARGET
1	AS CREATION BEFORE CUTOFF	100
2	C/O RELEASED BASED ON PLAN - 2 WEEKS LT	100
3	GTD/FG CLOSURE	100
4	SUPPLY DOT	>95
5	SUPPLY HOT	>95
6	SSE	C
7	KAIZEN / MONTH	4
8	DOCUMENTATION QUALITY	100%

	Prepared by	Approved by	Validated by
Name	Sri Sandoshkarthika.N	Gangatharan.C	Perumal Samy.D
Designation	Technical Trainer-HR	DGM-HR	Vice President

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