Position / Job Title	Supervisor
Grade	F
Function	Operation
Division	Supply Chain Management
Location	Kolkata, Coimbatore, Trichy, Pune, NCR
Gender	Male
Education	Graduate
No. of Vacancies	-
Experience(yrs)	3 yrs
Salary Band	2.60 LPA

Job Purpose
Monitoring vehicle dispatch and delivery schedules Coordinating with drivers, warehouse staff, and branch teams Tracking shipments and updating status in the system Handling PODs (Proof of Delivery) and documentation Maintaining operational records and reports Resolving basic operational issues at the branch or warehouse Supervising loading and unloading activities

Essential Skills required in Candidate (Functional)	
Key Responsibilities	**Deliverables/outcomes**

• Good communication skills • Team handling and leadership ability • Problem-solving skills • Time management	
1. Monitor loading and unloading activities	Reduced damage and proper material handling
2. Proper documentation and record management	Efficient workflow and on-time dispatch
3. Handle branch-level operational issues	Quick resolution of day-to-day problems
4. Monitor staff attendance and shift allocation	Better manpower utilization
5. Follow up on delayed or pending deliveries	Safe and compliant operations

SIGN-OFF	
Signature	
Name/Division	

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	JOB DESCRIPTION (all fields mandatory)	

Essential Skills required in Candidate (Functional)
Basic computer knowledge
Essential Skills required in Candidate (Behavioural Skills)

Reporting Relationship
(Kindly draw a broad structure w.r.t candidate reporting in your function/div)