Position / Job Title	Assistant
Grade	G1
Function	Operation
Division	Supply Chain Management
Location	Kolkata, Coimbatore, Trichy, Pune, NCR
Gender	Male
Education	Graduate
No. of Vacancies	-
Experience(yrs)	1 year
Salary Band	2.30 LPA
New Position/Replacement (pls specify)	Not specified in source JD

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 • Supervising loading and unloading activities

Key Responsibilities	Deliverables/outcomes
Monitor vehicle dispatch and delivery schedules	Dispatches and deliveries are monitored against planned schedules; delays are identified for follow-up.
Coordinate with drivers, warehouse staff, and branch teams	Coordination is maintained among drivers, warehouse staff, and branch teams to support smooth operations.
Track shipments and update status in the system	Shipment status is tracked and updated accurately in the system.
Handle PODs (Proof of Delivery) and documentation	PODs and related delivery documents are collected, handled, and maintained.
Maintain operational records and reports	Operational records and reports are kept up to date.
Supervise loading and unloading activities	Loading and unloading activities are supervised during vehicle handling.

Essential Skills required in Candidate (Functional)
Basic computer knowledge
Essential Skills required in Candidate (Behavioural Skills)
Not specified in source JD

SIGN-OFF

Reporting Relationship
(Kindly draw a broad structure w.r.t candidate reporting in your function/div)
Reporting structure: Not specified in source JD.

Signature	
Name/Division	