Position / Job Title	Senior Supervisor
Grade	E
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	3 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
- Resolving basic operational issues at the branch or warehouse
- Supervising loading and unloading activities
- Monitoring inventory and legal compliance, including outsourced manpower PF/ESI
- Monitoring physical stock against database records
- Monitoring FIFO and LIFO systems

Key Responsibilities	Deliverables/outcomes
• Monitor vehicle dispatch and delivery schedules; coordinate with drivers, warehouse staff, and branch teams.	• Dispatch and delivery schedules monitored; coordination maintained with drivers, warehouse staff, and branch teams.
• Track shipments and update shipment status in the system.	• Shipment status updated in the system.
• Handle Proof of Delivery (POD) and related documentation.	• PODs and documentation handled.
• Maintain operational records and reports; resolve basic branch or warehouse operational issues.	• Operational records/reports maintained and basic operational issues addressed.
• Supervise loading and unloading activities.	• Loading and unloading activities supervised.
• Monitor inventory and physical stock against database records; monitor FIFO/LIFO and legal compliance including outsourced manpower PF/ESI.	• Inventory and physical stock monitored against database; FIFO/LIFO and stated PF/ESI compliance monitored.

Essential Skills required in Candidate (Functional)

- Basic computer knowledge

Essential Skills required in Candidate (Behavioural Skills)

Not specified in source JD

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

SIGN-OFF	
Signature	
Name/Division	Not specified in source JD