

	PROC:TF	Procedure Manual – TF
	Page 1	Subject: <b>Responsibility Matrix – Dispatch Tech</b>

- 1.0 Purpose : To dispatch material as per the customer requirement  
2.0 Objective : To meet the set target as per the plan  
3.0 Scope : To manage the inventory and material for dispatch  
4.0 Responsibility : Dispatch Technician  
5.0 Review : Every Quarter

### **Responsibilities:**

1. Conducting various type of monitoring regarding dispatch of towers.
2. Daily Finished Stock monitoring.
3. Inspection against readiness of towers for dispatch.
4. Vehicle planning and transporter coordination.
5. Vehicle tracking against customer requirements for scheduled delivery.
6. Material tracking from production and project.
7. Maintaining IMS documents against audit purpose.
8. PO and Road permit tracking.
9. Handling various kinds of operations regarding packing and storage of finished goods as per customer requirements.
10. Daily planning of workers and executives.
11. Daily and forth nightly report generation of work against the requirement of top management.
12. Operating various improvement programs by applying 5'S and other tools in ware house.

**Approx. Salary: - Negotiable**

**Years of Experience: - 3-5 Years**

**Qualification: - ITI/ Diploma**

**Location: -A-10, UPSIDC, Sikanderabad,**

**Interview Location: 10, - UPSIDC, Sikanderabad**