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| **JOB DESCRIPTION** |  |

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| **Unique role** | Assistant Manager | **Department** | Asset Management |
| **Qualification** | Any Graduate/MBA | **Min. Relevant Experience\*** | 6-7 Years |
| **Location** |  | **Reporting to** | AM - Manager |

(\*Experience in an FMCG, Automotive, Supply chain, or Packaging industry is of added advantage)

1. **Job Purpose**

To manage the company’s asset (Pallets, FLCs, Crates etc.) by keeping record of system and physical stock on daily basis

1. **Key Responsibilities Areas**

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| **Responsibility** | **Supporting Action** |
| **Asset Control** | * To keep record of system and physical stock in order ensure accuracy of client data and invoices through managing in the field. * To manage inventory tracking system to record deliveries and stock levels. * To be responsible for Inbound & outbound operations * To manage daily Allot and De-hire transaction |
| **Damage Reduction** | * To analyse daily product and supply levels to anticipate inventory problems and shortages * To share the De-hire Transaction data with the clients on regular basis |
| **Team Development** | * To manage the recruitment and training of new inventory employees. * To impart innovative customer training program/system for an effective supply chain to reduce equipment’s damages at customer sites. * To assist in the development and implementation of SOPs * To ensure daily capturing of activities through CRM tool for all the employees |
| **Improving Profitability** | * To propose strategies to reduce costs and improve procedures of supply chain logistics * To analyse cycle time from customer order to dispatch |
| **Process Compliance** | * To Report on inventory levels, supply chain progress, procedural efficiency and personnel issues to upper management. |

1. **Required Skills and Abilities**

* Ability to accurately track inventory and create reports
* Solid knowledge of data analysis, inventory management and forecasting techniques
* An analytical mind with strong attention to detail.
* Communication and leadership abilities.

1. **Job Dimensions**

* To spend minimum of 20 days on field to train customers for Pallet Handling
* To co-ordinate with existing and new customers on daily basis
* To achieve all the Revenue targets and on monthly and yearly basis.

1. **Job Context**

* The job requires to work alongside and maintain coordination across multiple departments within the organization and be able to work in a fast-paced, high stress environment with stringent monthly deadlines and quotas
* The job involves travelling.

1. **Interface**

**(Major External and Internal Interaction)**

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| **External** | **Internal** |
| * Third Party Vendors * Consumers | * Sales * Legal * Collections * Forecast and Planning |

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