

I. IDENTIFICACIÓN DEL CARGO

TÍTULO DEL CARGO	AUXILIAR DE OPERACIONES		
ÁREA	OPERACIONES		
CARGO AL QUE REPORTA	GERENTE OPERACIÓN - JEFE DE OPERACIONES - SUPERVISOR DE OPERACIONES		
ROL DEL CARGO	☐ ESTRATÉGICO	☐ TÁCTICO	☒ SOPORTE

II. DIMENSIÓN DEL CARGO

MAGNITUD ECONÓMICA	CIFRAS ANUALES REPRESENTADAS EN INGRESOS O EGRESOS POR LAS QUE RESPONDE Y AFECTA DIRECTA O INDIRECTAMENTE EL CARGO. ESTA DADO POR LA LIBERTAD PARA ACTUAR Y SU CONTRIBUCIÓN A LOS RESULTADOS FINALES DE LA ORGANIZACIÓN.
	☐ SI ☒ NO

III. PERFIL OCUPACIONAL

EDUCACIÓN	☐ BACHILLERATO	☐ TÉCNICO (4 SEM)	☐ TECNOLÓGICO (4 SEM)
	☐ ESTUDIOS SUPERIORES	NO. SEMESTRES: _____	☐ PROFESIONAL GRADUADO
	☐ ESPECIALIZACIÓN	☐ MAESTRÍA	☒ OTRO: BÁSICA SECUNDARIA
	ÁREA DE CONOCIMIENTO: EDUCACIÓN FORMULAR REQUERIDA PARA EL CARGO		
COMPETENCIAS /FORMACIÓN	BÁSICA SECUNDARIA O BACHILLER.		
EXPERIENCIA TOTAL LABORAL	NO APLICA		
EXPERIENCIA TOTAL LABORAL	SIN EXPERIENCIA		
EN CASO DE SER UN PROCESO DE DESARROLLO INTERNO, LA EXPERIENCIA EN EXXE LOGISTICA SERÁ TENIDA EN CUENTA PARA CUMPLIR EL PERFIL.			

IV. DESCRIPCIÓN DEL CARGO

MISIÓN DEL CARGO

PRESTAR SERVICIOS DE APOYO AL PROCESO DE OPERACIONES EN LAS ACTIVIDADES RELACIONADAS CON CARGUE, DESCARGUE, ALISTAMIENTO, RECOLECCIÓN O DISTRIBUCIÓN DE MERCANCÍA EN LOS VEHÍCULOS, CUBICAJE, MEDICIÓN DE LA MERCANCÍA EXISTENTE EN BODEGA, ASEGURANDO LA INTEGRIDAD DE LA MERCANCÍA Y DANDO CUMPLIMIENTO CON LA PROGRAMACIÓN ASIGNADA.

ROLES Y RESPONSABILIDADES DEL CARGO

PRINCIPALES RESPONSABILIDADES

REALIZAR EL ALISTAMIENTO DE LA MERCANCÍA CUMPLIENDO CON EL INSTRUCTIVO PARA MANEJO DE MERCANCÍA DISEÑADO POR LA COMPAÑÍA.

EJECUTAR LA CORRECTA MANIPULACIÓN DE LA MERCANCÍA DURANTE LAS ACTIVIDADES DE CARGUE Y DESCARGUE, GARANTIZANDO EL CUIDADO INTEGRAL DE LA MISMA, CON EL FIN DE EVITAR DAÑOS PARCIALES O TOTALES.

REVISAR Y VERIFICAR EL ESTADO DE LA MERCANCÍA QUE LLEGA AL CENTRO DE DISTRIBUCIÓN DE LA COMPAÑÍA, INFORMANDO DE MANERA RÁPIDA Y OPORTUNA AL JEFE INMEDIATO CUALQUIER NOVEDAD EVIDENCIADA.

REALIZAR EL CARGUE Y DESCARGUE DE VEHÍCULOS PREVIENDO LA INTEGRIDAD FÍSICA DE LA MERCANCÍA, ASUMIENDO TOTAL COMPROMISO Y RESPONSABILIDAD DURANTE SU MANIPULACIÓN Y CUMPLIENDO CON LOS TIEMPOS ESTIMADOS PARA LA EJECUCIÓN DE LA ACTIVIDAD.

DAR LECTURA A LA MERCANCÍA QUE INGRESA AL CENTRO DE DISTRIBUCIÓN, HACIENDO USO DE LOS PITOS Y LOS SISTEMAS DE INFORMACIÓN ESTABLECIDOS POR LA COMPAÑÍA.

Mf 9 Manual

H Kauffman



Mf 9 Manual:

The Enigmatic Realm of **Mf 9 Manual**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Mf 9 Manual** a literary masterpiece penned by a renowned author, readers attempt a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting affect on the hearts and minds of those that partake in its reading experience.

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