



MANUAL DE FUNCIONES Y PROCEDIMIENTOS 2019

IDENTIFICACIÓN DEL CARGO	
Nombre del cargo	Jefe de ventas y bodegaje
Dependencia	Atención al cliente e inventarios
Personas a cargo	Cargos inferiores
Reporta a:	Gerente Administrativa

Requisitos mínimos para el cargo	Técnico o tecnólogo, en carreras afines a administración, contabilidad o ventas. Curso práctico del Sena, en Atención al cliente. Manejo básico de ofimática.
Experiencia mínima	Dos años, certificados.

OBJETIVO PRINCIPAL

Encargado del Servicio al cliente, Es el encargado de despachar los pedidos de forma correcta, en las cantidades estipuladas en la factura, y en el corte solicitado a la administración. Debe de coordinar, y organizar, la correcta entrega del material para la venta, conocer del inventario y reportarlo de forma inmediata a su jefe inmediato (administrador). El encargado de la máquina de corte de la empresa, debe velar por el correcto funcionamiento y manejo, reportar su mantenimiento trimestral y la respectiva limpieza diaria de la misma. El encargado debe de permitir la manipulación de la máquina bajo supervisión, y habiendo hecho firmar el comprador la responsabilidad dada para el uso de la máquina.

Funciones Especiales y específicas

Manual De Operaciones Y Funciones

LM Reder



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