



## MANUAL DE FUNCIONES

Identificación del Cargo	
Nombre del cargo:	<b>3. AUXILIAR DE OPERACIONES LOGISTICAS</b>
Dependencia:	<b>AREA OPERATIVA</b>
Número de Cargos	Uno (1)
Reporta a (Nombre del cargo):	<b>JEFE DE LOGISTICA</b>

Requisitos Mínimos	
<b>Requisitos de Formación</b>	Bachiller con conocimiento de operaciones logísticas
<b>Requisitos de Experiencia</b>	No necesita experiencia

Objetivo principal
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Es el Encargado de llevar control y registro de las actividades de recepción, almacenamiento, consolidación y despachos.

Funciones Esenciales
<ul style="list-style-type: none"> <li>• Controlar el cumplimiento de los procedimientos operativos en las actividades de la bodega.</li> <li>• Reportar al Jefe de Logística los indicadores de gestión de la bodega y posibles mejoras en los procesos.</li> <li>• Dirigir al personal de bodega en las labores planificadas.</li> <li>• Controlar los gastos de transporte y aprobar los gastos de los mismos en función de la carga transportada y el cumplimiento de la entrega.</li> </ul>

# Manual De Funciones De Una Empresa Comercial

**Mr.Jack Calder**



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