



MANUAL DE FUNCIONES

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

Requisitos Mínimos	
Requisitos de Formación	Bachiller con conocimiento de operaciones logísticas
Requisitos de Experiencia	No necesita experiencia

Objetivo principal

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"> • Controlar el cumplimiento de los procedimientos operativos en las actividades de la bodega. • Reportar al Jefe de Logística los indicadores de gestión de la bodega y posibles mejoras en los procesos. • Dirigir al personal de bodega en las labores planificadas. • Controlar los gastos de transporte y aprobar los gastos de los mismos en función de la carga transportada y el cumplimiento de la entrega.

Manual De Funciones De Una Empresa Comercial

Marcel A. Müller



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