
TITLE: Maintaining JIT Contacts **DEPT.:** Operations
WI#: WI-OPS-025 **Author:** Chad Hygema
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JOB TITLES: **Operations Manager, Regional Manager, Operations
Coordinator, Driver Manager, Customer Service Manager,
Customer Service Coordinator, Customer Service
Representative**

1. Customer Service Coordinator reviews contact lists for FCA suppliers and plants from JIT Minutes every quarter.
2. Customer codes are updated with correct contact information in Innovative dispatch software as needed.
3. Update FCA Logistics Analysts of changes as needed.
4. JIT Contacts are updated on an as-needed basis for all JIT suppliers and plants.

Revision History:
