

**Leading MNC-FMCG Client is urgently looking for
Junior Manager - Operations
Location: Multan**



Job Description:

- ▶ **Job Title:** JM Operations
- ▶ **Job Location:** Multan
- ▶ **Salary:** up to 50k
- ▶ **Job Duties:**
- ▶ Follow up for secondary sales file (weekly / daily).
- ▶ Monitor distributor's stocks.
- ▶ Monitor weekly dispatch plan against target and follow up for timely delivery of stocks at depot and distributors.
- ▶ Coordinate with depot team for timely dispatches.
- ▶ To monitor the cheque bouncing and follow up for the payments.
- ▶ To follow up the DDs from the distributors those are operating on advance payment system.

Job Specification:

- ▶ **Qualifications:** BBA/MBA (Marketing)
- ▶ **Experience:** 2 to 3 years

▶ **Skills/ Requirements:**

- ▶ Business Planning and implementation
- ▶ Project Management
- ▶ Business Process design and Management
- ▶ Presentation skills
- ▶ Analytical skills, understanding market insight
- ▶ Category, Brand strategy and Plans
- ▶ Innovation, renovation strategies
- ▶ In-market activation
- ▶ Consumer and Customer understanding
- ▶ Pro-activeness, self-motivated, influencing skills
- ▶ Strong networking ability
- ▶ **Main Responsibilities:**
- ▶ Improve CCFOT of the region up to the required level.
- ▶ Maintain and update Personal files of Management and distributors.
- ▶ Maintain and update distributor's agreement file.
- ▶ Provide IT Support to region as a coordinator.
- ▶ Provide assistance to Regional Sales Manager.
- ▶ To receive returns from field force and follow up the missing reports.

Candidates having relevant experience and qualification can send their updated profile at hr@stepsahead.com.pk, mentioning "JM Ops-MLT" in subject line, till March 23, 2020.