

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



Job Specification:

- **Qualifications:** BBA,MBA
- **Experience:** 2 to 3 years
- **Skills:** Proficiency in MS Office, Analytical Skills, Pro-active, self motivated

Job Description:

- **Job Title:** Junior Manager- Operations
- **Job Location:** Karachi
- **Salary:** up to 50K
- **Job Duties:**
- 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.
- Follow for issuing credit balance cheques for ex-distributors from Head Office.
- Monitoring of weekly dispatch plan against target and follow up for timely delivery of stocks at depot and distributors.
- Coordinate with depot team for timely dispatches.
- Timely execution of special orders.
- Follow up for secondary sales file (weekly / daily).
- Maintain and update distributor's agreement file.
- Provide IT Support to region as a coordinator.
- IT Coordination with Head Office and IT vendors.
- Monitor distributor's stocks.

- Ensure timely and accurate communications on the returns from Head Office.
- To receive returns from field force and follow up the missing reports.
- To follow up with the distributor for cheque books, receive them and dispatch to Office and maintain records.
- Prepare case for appointed a new distributor or resignation / termination of distributor in Region Office and follow up with HO for regularization.
- Improve CCFOT of the region up to the required level.
- Maintain and update Personal files of Management and distributors.
- Provide assistance to Regional Operations Manager.
- To carry out any other duty assigned by Regional Operations Manager / Regional Sales Manager/designated higher command.
- Ensure that all HO communications is conveyed sales team and distributors in a manner to understand and act upon.

Candidates having relevant experience and qualification can send their updated profiles, till October 27, 2020.