

**CAREER OPPORTUNITY:
LOOKING FOR LEADING
MNC-CLIENT**

Junior Manager Operations -Lahore



Main Purpose of the Role:

Data Support, Operational Support, Collaboration with Metro, Promotions sharing with customers, Contractual monitoring

Location: Lahore

Gross Salary: Up to 65K

Responsibilities:

- Financial book keeping
- Customer LI/FTS claims processing within agreed period
- Keep track of later income claimed by customer as per contract
- Provide deduction approvals to customer against compliant invoices
- Keep track of FTS spend and reconciliation with customer
- Ensure timely payment of invoices by customer
- Settlement of disputed invoices with customer
- Internal account reconciliation with O2C and accounts receivable
- TTS spend monitoring at counterpart level
- TTS payout reconciliation for JMFG/Launch/re launch events with customer

Functional Skills/ Knowledge Areas

- Good interpersonal skills
- Should have strong bias for action
- Should be good at MS Office especially Excel

Competencies:

- Should have good management skills
- Should be able to coordinate with multiple teams and take multiple stakeholders along.

Minimum Requirement

- Degree: BBA / MBA
- 1-2 years experience in Execution

Internal Contacts:

IP, Brands, Safety, Activation Planner, Customers

External Contacts

Agencies and third parties

Interested candidates may apply till, **May 30, 2021**