

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



## Job Description:

- ▶ **Job Title:** JM Operations
- ▶ **Job Location:** Karachi
- ▶ **Salary:** Upto 70k

## Job Objective:

- ▶ The Objective of this Role is to Monitor & ensure operational and logistics support for local for local portfolio+ Sales Reporting & Modern trade customers administration.

## Job Requirments:

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

## Skills/ Requirements:

- ▶ Creative & collaborative
- ▶ Analytical & Flexible
- ▶ 3-4 Years of Sales operations Experience & customer handling
- ▶ Communication & Problem Solving.

## Main Responsibilities:

- ▶ Proper monitoring of weekly dispatch plan and follow up for timely delivery of stocks at distributor.
- ▶ Follow up for secondary sales file (weekly / daily).
- ▶ Counterfeit reporting to the concerned as per the laid standard operating procedure.
- ▶ Financial Management- to follow up with debtors and outstanding payments
- ▶ S&OP targets Monitoring & Liaoning with Supply Chain for Smooth Stocks availability for customers.
- ▶ To receive returns from field force & follow up the missing reports.
- ▶ Monitor distributor's stocks to ensure seamless on field operations.
- ▶ Maintain and update distributor's agreement file & customers JBPs.
- ▶ Provide IT Support & reports to Business Development Manager as a coordinator. Data analytical support to Field colleagues.
- ▶ Verify TTS spend details & keep record of Monthly claims from Customer.
- ▶ Help Distributors & importers operational issues to liaison for smooth operations.
- ▶ Keep competitors info record.
- ▶ Keep Track & record for UI SKUs prices from Wholesale and MT customers.
- ▶ Communication of trade / Consumer activities to distributors and field team.

**Candidates having relevant experience and qualification can send their updated profiles,  
till August 10, 2021**