



Locations: Karachi, Lahore

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.
- Keep competitors info record.
- Keep Track & record for SKUs prices from Wholesale and MT customers.
- Communication of trade / Consumer activities to distributors and field team.

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

Job Objective:

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

Salary: Upto 70k

Job Requirements:

- **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.

Candidates having relevant experience and qualification can send their updated profiles till

September 19, 2021