JOB DESCRIPTION

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| Name of the client | Tata Power |
| Website | [https://www.tatapower.com](https://www.tatapower.com/) |
| Profile Name | Sales Operations Executive |
| Payroll | Off Roll |
| Qualification  | Any |
| Branch | Any |
| Male / Female candidate | Any |
| No. of mandate  | 4 |
| Fresher / Experienced | 1-3 years |
|  Workplace – detailed address | Bangalore |
| Hiring in Department / Function | Sales Operations |
|    Offered JD/Job role  | 1. SAP Ordering booking
	* + - Ensure all orders prices are checked as per price approvals and customer PO and then enter the orders in SAP.
2. SAP Order booking
	* + - Prepare commercial WBS as per Engg WBS received from Marketing for B2C/Engg from B2G orders - then enter the Project orders in SAP
3. SAP PR Generation
	* + - Collecting relevant documents and raising PRs in system then coordinating with Procurement, Finance for payouts.
4. SAP Vendor Code Creation
	* + - Collecting relevant documents, review and then pass fwd. to Purchase.
5. MIS Reporting
	* + - Preparation of daily, weekly, monthly sales report in various formats as required for different reporting
6. Revenue Reporting
	* + - Monthly calculation and reporting for Revenue Recognition figures for B2C/B2G segment to Finance for Month end reporting
7. SAP Customer Codes preparation
	* + - Collecting relevant documents, review and then create request for customer code in SAP
8. SAP Project code creation
	* + - Collect details from undersigned and communicate the rev figures for WBS to Finance
9. Custodian of data
	* + - Maintain entry in SharePoint for subsequent references
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| Open to hire local candidates – (Yes/No) |  Yes |
| Open to hire from other state – (Yes/No) |  Yes |
| Weekly off |  6 Days working |
| OJT period (Training period/Nesting period) |  1 Week |
| Salary |  Upto 3.5 LPA |
| Working hours (shift timings) |  9 am - 6:30 pm |
| Is there a provision of OT, if yes pls mention details |  NA |
| Is Food included |  NA |
| Incentive (Yes/No) , if Yes How much and what base |  NA |
| Dress code, if any (who will provide dress or any deduction for dress code) |  NA |
| Boarding / Lodging / Meal facility (Yes/NO) if yes plsmention rate in rupees per day |  NA |
| Transportation is provided by company (Yes/NO) if yes pls mention deduction in rupees per day |  NA |
| Mandatory requisite (Bike, driving license etc specify if any or say NA) |  NA |
| Salary cycle | 1to30/31 |
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