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 |
| 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 pls  mention 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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