

Position Title: Assistant Manager - CPCT			
Business Unit:	Fenesta	Work Location:	Gurgaon
Reporting to:	Team member CPCT	Reported by:	Direct :N/A Indirect : N/A
Purpose of the Position (Job Summary)			
Position holder will be responsible for Management of Contracts as finalised with Institutional customers, track payments and all back-end work of allocated zone and ensure end-to-end monitoring and compliance of commercial terms during project execution.			
Key Individual Accountabilities			
Strategic	Analyse data and identify the trends, patterns and linkages through which enhanced customer insights can be shared with Sales team and process controls can be made more robust		
Financial	- Ensure Credit Control for the Major Customers in SAP; based on billing & payments flow as per Project Terms - Activity Controls for the Customers including Problem resolution - Preparation of Cash Flow Statements for major customers as & when required by Customer / Sales Team - Support Sales & Installation teams for better execution of projects and provide help in resolution of any booking / site related issues		
Customer/ External Orientation	- Getting at least 2-3 new customers to the BOQ Stage during the year - Liaise for Marketing / Branding opportunities for 2-3 Project sites during the year by coordinating with the Sales & Marketing teams - Tracking of identified 9-12 corporate customers for creating business opportunities & coordinating with Pan-India sales team for follow-ups on BOQ & Negotiations - Support Sales in Negotiations of Commercial Terms / suggest alternate possible terms. Participate in relevant negotiations on requirement basis and try to resolve all commercial queries of the client so as to obtain the order. Explore for more prospect Business opportunities with existing Customers		
People Orientation	- Guide and support team members in enhancing their work performance - Provide for enhancing capability of team members through relevant Learning & Development opportunities - Identify and implement initiatives in partnership with relevant stakeholders for enhancing Engagement and Retention of team members		
Core operational accountabilities	- Business Support & Analysis - Provide the details of upcoming RERA Projects to assigned Zones and follow-up with Zone on action taken with respect to list of projects given by CPCT - Carry out analysis of the Project Sales Weekly Report highlighting major actionable points & key concerns - Carry out analysis of Order Booking & Billing on different parameters for Pan-India - Carry out Debtors Management & Account Reconciliations in terms of Monitoring collection, ensuring minimum deviations and ensuring Completion of Dealer & Customer Reconciliation for the Zones as per the frequency decided		

Key Interactions	
Internal	External
- o Sales team - o Commercial team - o CCC team	- o Institutional Customers - o Channel Partners
Minimum Criteria	
Technical & Behavioral Skills & Knowledge	
• Behavioral: Thinks strategically and acts decisively (PL 2) Agile towards change & innovation (PL 3) Executes efficiently (PL 3) Builds partnerships with stakeholders (PL 3) Focused on achieving results (PL 3) Build a performance & development culture (PL3) • Functional: Financial & Accounting Operations (Module B) Financial Analysis and Reporting (PL2) Process Control (Module B) Project Management (Module C) Product and Technical Knowledge (PL3) Risk Management (Module A)	
Key Performance Indicators	
• Debtor Management and reconciliation • Business Support & Analysis • Support in business development initiatives • Customer Control Systems • Coordination with Zones for process compliance and initiatives implementation	

- Team Management and Development