

Position Title: CPCT Team Member			
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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. <p>Explore for more prospect Business opportunities with existing Customers</p>		
People Orientation	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> ○ Sales team ○ Commercial team ○ CCC team 	<ul style="list-style-type: none"> ○ Institutional Customers ○ Channel Partners
Minimum Criteria	
Technical & Behavioral Skills & Knowledge	
<ul style="list-style-type: none"> • Behavioral: <p>Thinks strategically and acts decisively (PL 2)</p> <p>Agile towards change & innovation (PL 3)</p> <p>Executes efficiently (PL 3)</p> <p>Builds partnerships with stakeholders (PL 3)</p> <p>Focused on achieving results (PL 3)</p> <p>Build a performance & development culture (PL3)</p> <ul style="list-style-type: none"> • Functional: <p>Financial & Accounting Operations (Module B)</p> <p>Financial Analysis and Reporting (PL2)</p> <p>Process Control (Module B)</p> <p>Project Management (Module C)</p> <p>Product and Technical Knowledge (PL3)</p> <p>Risk Management (Module A)</p>	
Key Performance Indicators	
<ul style="list-style-type: none"> • 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
- Approx. 8 LPA