

JOB DESCRIPTION

1. PRINCIPAL ACCOUNTABILITIES

Major Accountabilities and Duties	Key Performance Indicators
<ul style="list-style-type: none"> ▪ Compilation of Daily MIS – PTFE, FKM, New Polymer after inputs received from Sales Admin team. ▪ Compilation of Daily Collection MIS with inputs from Finance and regional sales admin team. ▪ Review Container Planning on a daily basis with close coordination with PPC team and EXIM department. ▪ To coordinate with PPC team & EXIM department on a daily basis on material availability. ▪ To monitor actual dispatch with planned dispatch for all Polymer businesses based on PPC plan and weekly updates from PPC team. ▪ To follow up on Receivables Overdue and ensure that payment follow up is done at periodic intervals with all Marketing Heads. ▪ To coordinate with EXIM team on Container sailing and appropriately notify Marketing team. ▪ To monitor daily dispatch vs plan with Logistics/PPC team at Dahej. ▪ To ensure that freight approvals for air shipments are received prior to actual dispatch. ▪ To analyse the profitability variance – MIS vs Actual. ▪ To prepare forecast sales for the month – region-wise after follow up on confirmed orders against plan. ▪ To manage adequate Funds at German Bank for all Statutory payments on appointed dates and divert surplus funds to GFL India for resin transfers to GFG . ▪ To coordinate with GFG and GFL LLC teams at Hamburg and US for confirmed orders, payment to GFL India , reduction of Overdue receivables. ▪ To work in tandem with Accounts Baroda on all accounting matters – CNs, DNs , payments etc. 	<ul style="list-style-type: none"> ▪ Timely closing of books ▪ Zero audit observation