

Role:- Operations Executive – Pavitra
Regular office hours: - 9.30 AM – 6 PM
Date: - 1st April 2020– 31st March 2021

Job Role Summary:

This role is responsible for executing Cafe Coffee Day activities flawlessly. This role reports into the Production Executive.

Key Results Area #1

- All Cafe Coffee Day activities have to be done flawlessly.
- Ensure all billings pertaining to CCD activity are done on time.
- Help Finance team with Accounts.

Key Results Area #2 – Stay updated with Café Coffee Day related news.

- Remain up to date with Café Coffee Day related news, opposition activity and continuously strive to develop own skills to perform optimally.
- Monitor competition activity and report significant developments

Key Results Area #3–Reports

- To ensure weekly/monthly/quarterly reports are sent on time
- To ensure team sends reports on time capturing all relevant information about clients
- To ensure MOM's are sent after every meeting

Key Results Area #4 – Wings Culture code

- Reporting time to office is 9.30 AM
- Follow dress code
- Notify reporting manager for leaves in advance. Comp off's need to be approved in advance

Key Results Area #6 – Collection of payments

- Keeping track of all payments to be collected and working with accounts payable team to ensure payments come in on time.