

Job Title: Finance Manager

Job Description:

We are seeking a Senior Consultant to join our team. The successful candidate will be responsible for overseeing and managing multiple processes within the organization. They will ensure that all tasks are aligned with the team, provide necessary information and knowledge related to the task, and deal with any compliance-related issues. The position requires excellent organizational skills, attention to details.

Role and Responsibilities:

1.) Freight Process:-

- Alignment of Task to the Team.
- Giving sufficient Knowledge/ Information to the Team whenever required related to the Task.
- Dealing with any sort of Compliances related to Process.(with FC & SC Team)
- Preparing MIS on fortnightly basis.
- Updating all the essential Masters required in order to run the Process.(Credentials, Vendor Details, References etc.)

2.) Travel Reimbursement:-

- Alignment of Task to the Team.
- Dealing with any sort of Compliances related to Process.(with HR Team)
- Solving problems of the Employees over call, if they are facing challenges related to Travel Policy.
- Auditing the Working data on before the Payment Cycle.(13th & 28th)
- Sending ER Reports to RSM & NSM on fortnightly basis.
- Preparing MIS on Monthly basis.
- Inserting data in GDS on Monthly Basis.
- Updating all the essential Masters required in order to run the Process.(Employees Details, Designation etc.)

3.) Quality Process:-

- Alignment of Task to the Team.
- Dealing with any sort of Compliances related to Process.(with the Quality Assurance Team).
- To ensure sending the Weekly Reports to the Top Level Management.

- Updating all the essential Masters required in order to run the Process.(PVO, Location & Product Details etc.)

Technical Skills

- Microsoft Excel
- Microsoft 360
- Outlook

Requirements:

MBA (Finance)

Interpersonal Skills

- Drilling down any challenges faced by the Team.
- Motivating the Team in order to create a Positive Environment.
- Excellent organizational and time management skills.
- Strong attention to detail.
- Excellent communication and interpersonal skills.