



OFFICER – SUPPORT SERVICE

Job Profile:

The incumbent will be reporting to the Branch Incharge and will be responsible for monitoring Switchgear Spares and Services' business from Delhi and Kolkata.

Job Description:

- To control and monitor Switchgear Spares and Service business being done through M/s Shrihari Switchgear and direct from Delhi Office i.e. control and monitoring of supplies of Spares from Kolkata, submission of bill in time, keeping track of the passing of bills and ultimately collection of payment from the paying Authority together with Sales Tax Form, Bank Guarantee, etc.
- Control and monitoring of debtors of Spares and Switchgear business for Delhi Office
- Realising old, sticky debts and Liquidity Damages deductions of Northern Region by sustained follow-up
- Assisting Delhi Branch in other allied activities for all the products and services of the Company.

Qualification:

A Graduate

Experience:

The candidate should have adequate experience in the Electrical sector with ability to handle Accounts, commercial matters, good interpersonal skills for liaison with customers and external authorities like Sales Tax, Banks, etc.

Age :

Preferably a superannuated person with experience in the relevant areas

GENERAL: Preference will be given to SC/ST/OBC candidates. Relaxations will be as per Government directives. Remuneration will be commensurate with experience and qualifications and relaxation in qualifications, experience, etc., will be made only in the case of deserving candidates. Eligible candidates should forward their applications, only through post, indicating the post applied for, to DGM(IM & CN), Bienco Lawrie Limited, P-54 Hide Road Extension, Kolkata 700 088 within fifteen (15) days from the date of publication of the advertisement.

Deputy General Manager (IM & CN), Bienco Lawrie Limited, P-54 Hide Road Extension, Kolkata 700 088 within fifteen (15) days from the date of publication of the advertisement.