

## Service Operation

### Feladatok

#### Sales Support

- Assist purchasing with new vendor requests, documentation, contacts & setup information.
- Assist accounts payable with payment allocation queries
- Assist accounts payable with new customer credit applications, documentation, contacts & setup information.
- Assist accounts receivable team with any escalated customer credits, outstanding payments & payment allocation queries.
- Assist BDMS with customer overflow Quotes/ Tenders.
- Provide high level customer service building relationships with both our customers & vendors providing accurate advice regarding inventory levels, lead times, general enquires & payment date enquires on vendor invoices.

#### Data Entry & Reporting

Collate and load weekly time attendance into HRMS for approval and payment.

- Raise service and part sales orders within SAP.
- Create 'shopping carts/purchase requisitions' for purchase orders., ensuring accurate allocation of costs & purchasing policy is adhered.
- Process completed service jobs ensuring cost tracker, customer PO & backing information is accurate.
- Assist with preparation of End of Month Reporting for finance.
- Assist HR in monthly Statutory compliance for the service locations

#### Service Support

- Coordinates people and processes including inductions , exit process , long absenteeism , unauthorised absenteeism and other disciplinary matters and authorisations to engage Services personnel for client site based deployment.
- Ensure up to date training records of licenses, qualifications, high risk licenses, medicals & inductions are maintained for Site Work.
- Coordinate travel and accommodation as required.

Coordinate for implementation of HR policies

- Receipting of Goods into SAP.

- Monitor stock on hand & ensure accuracy is reflected between stock levels & SAP, investigate any discrepancies.

#### Inventory Management

- Process & monitor accuracy of stock receipted into inventory.



Job ID  
**REF87509Y**

Telephely  
**Kolkata**

Vezetői szint  
**Beosztott**

Munkahelyi rugalmasság  
**Helyszíni munka**

Jogi egység  
**Phoenix Conveyor Belt India Private Ltd.**

- Administer yearly stock take ensuring correct process is adhered.

### **Office Duties**

- Performs duties of receptionist including answering of telephone, greeting visitors, opening and distribution of incoming mail and prepares inter-company courier bags and outgoing mail on a daily basis.
- Maintains an efficient office, including filing and keeping of confidential papers.
- Ordering of employee uniforms.
- Ensuring office supplies/stationary items are on hand.

### **Commercial Leasing**

- Sourcing quotes for new requirement vehicles & coordinate with the managers on additional specs/accessories.
- Coordinate process for vehicle accidents & required steps for drivers.
- Maintain leasing vehicle spreadsheet & ensure it is updated regularly.
- Coordinate all invoices are paid & update to date for rent & utilities.
- Coordinate any repairs & maintenance for branch

### **Profilja**

Graduation or Masters in Commerce and MBA in HR or finance will be added advantage . Requires understanding of law in regard to Labour, commercial and EHS and has good communication skills and the ability to train and guide others. Ability to travel interstate to other Service Branches when required.

3 or more years of professional experience in various commercial functions in Mining or Services Industry

3 or more years of experience in industrial production processes

3 or more years in a leadership position, preferably in operational units with functional and disciplinary responsibility for other individuals experience in working with international teams on service related topics and understanding of foreign cultures

### **Ajánlatunk**

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### **Rólunk**

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2024, Continental generated sales of €39.7 billion and currently employs around 190,000 people in 55 countries and markets.

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driven solutions, the ContiTech group sector focuses on development competence and material expertise for products and systems made of rubber, plastics, metal, and fabrics. These can also be equipped with electronic components in order to optimize them functionally for individual services. ContiTech's industrial growth areas are primarily in the areas of energy, agriculture, construction, and surfaces. In addition, ContiTech serves the automotive and transportation industries as well as rail transport.