



JOB DESCRIPTION

Position Title	Senior Officer Payment Contract & store
Department	Material Management Department
Reporting To	M. Raza Rajani
Type of Position	Full Time

POSITION DESCRIPTION

- Familiarity with accounting procedures.
- Literate of Microsoft Office & ERP system.
- Familiarity with inventory management, stock and store.

DUTIES AND RESPONSIBILITIES

- ✓ Prepare all contractual & project payment ROP's including (running payments, Retention money) & Comparative to get approval from management.
- ✓ Ensuring all payments processed accurately and in a timely manner, fulfilling with all Standard Operation Procedures.
- ✓ Filing of all documents timely and in proper file.
- ✓ Monitor all contract deadlines and conditions to ensure timelines are kept and all relevant payments or information has been met.
- ✓ Liaison with finance department for payment & tax challan etc.
- ✓ Make monthly provision.
- ✓ Prepare system generated requisition in People Soft.
- ✓ Prepare system generated services purchase order in People Soft & SAP business One.
- ✓ Prepare system generated good receipt note in SAP business One.
- ✓ Enlisting supplier for future transactions in SAP Business One.
- ✓ Issue store material to user as per confirm approved PR.
- ✓ Received material from suppliers with respect to PO, quality & quantity.

Additional Responsibilities:

- ✓ Compile project BOQ's
- ✓ Compile all employee's documents at the time of their appointment.
- ✓ Follow up with third party to process employee appointment letter & bank opening letter.
- ✓ Process employee's medical card through third party and update their dependent names on medical card of married employee's.
- ✓ Preparing and processing a monthly payroll of all contractual employees.
- ✓ Making overtime sheets on the monthly basis.
- ✓ Checking attendance record Time in and Time out of each month end.
- ✓ Maintain record of Sick, Casual & Annual leave of all employees.
- ✓ Process loan request of employees and maintain installments record of each month and ensuring that employee get their requested amount on time in their bank account.
- ✓ Process Medical claim of employees and follow up with third party to get their claimed amount on time.
- ✓ Resolve queries related to employee's medical cards, medical claims and their documents with the third party.
- ✓ Process Full and Final Settlement of Employee's.
- ✓ Looking transport service matters in absence of Mr. Raza Rajani.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Graduation and/or Post Graduation ✓ Any other specific qualification like, certification etc.
Required Experience	✓ No. of years' experience in relevant field.

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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.		
2.		
3.		
4.		
5.		

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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