

Attock Petroleum Limited APL Jobs Senior Officer Retail Sales

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Company: Attock Petroleum Limited APL

Location: , , Pakistan

Category: sales-and-related

Attock Petroleum Limited APL Jobs Senior Officer Retail Sales:

Attock Petroleum Limited, a leading Oil Marketing Company is looking for Senior Officer Retail Sales at Rawalpindi.

Education: Bachelors (BA / BSc. / B.Com)

Experience: 3 – 5 Years (in OMC or any MNC)

No. of Positions: One (1)

Job Description:

To prepare system based report (M.S. Excel) of all received orders and reconcile it at day end.

To generate a report of same day orders (SO) and forward it to concerned staff members & ASE for credit clearance.

To generate a report of advance orders (SO) and forward it to the concerned ASE for review and to accord Short Time Payment Approval (STPA) for the same to issue PUA of orders in advance.

To forward advance orders (SO) detail to COPS member for incorporation of delivery orders (DO) in to system.

To forward all payments received at mobile phone to concerned finance staff for verification of PUA.

Prepare daily report of Advance, same day and cancel orders

To receive orders from COPS order takers via email & order sheet.

To check credit clearance of Sales Orders (SO) received at COPS.

To communicate payment status of same day pending orders to concerned ASE to arrange payment/approval. Proper follow-up with ASE.

To communicate the payment status of advance pending orders to the concerned ASE to accord approval/STPA.

Incorporate Delivery Orders (DO) into the system (e-Suite) with narration containing Ledger Balance, In-Transit Payment and order clearance status (type).

To communicate list of verified delivery orders (DO) to the scheduling person of COPS members for onward scheduling.

To cross-check all verified delivery orders (DO) with sales orders (SO) received at COPS for same Day and for advance orders.

To receive list of verified delivery orders from COPS members for onward scheduling.

If any discrepancy for the scheduling of orders (TL pairing issue) timely inform to concerned ASE.

Ensure that the scheduler has to schedule TLs with better manners

After prepare of LIN, PUA also made by the scheduler and information shared to concerned supply point, finance and logistics section via email.

All other tasks are assigned by seniors and management by time to time.

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