

Job Title: Process Coordinator

Location: Okhla Phase 2

Experience Required: 2-3 Years

Salary Package: 25k - 30k

Job Summary:

The Process Coordinator is responsible for ensuring the smooth and efficient flow of all processes related to [Specific area, e.g., project delivery, client onboarding, order fulfilment]. This includes managing invoices, monitoring payments, ensuring compliance with GST regulations, and maintaining effective communication and follow-ups with all third parties and internal teams, including designers.

Key Responsibilities:

Invoice Management:

Prepare accurate and timely invoices for clients based on agreed-upon terms and conditions.

Track invoice status, monitor payments, and follow up on outstanding invoices with clients.

Ensure timely and accurate recording of all invoices and payments in the accounting system.

MOU Management:

Review and ensure adherence to all terms and conditions outlined in Memorandums of Understanding (MOUs) with clients and vendors.

Coordinate with legal and business development teams to ensure MOUs are up-to-date and reflect current business needs.

Payment Processing:

Oversee the timely processing of all vendor payments and employee reimbursements.

Reconcile bank statements and ensure accurate payment records.

Coordinate with finance department to ensure timely and accurate payment processing.

GST Compliance:

Ensure compliance with all applicable Goods and Services Tax (GST) regulations.

Prepare and file GST returns accurately and on time.

Maintain proper GST records and documentation for audits.

Third-Party Coordination:

Build and maintain strong relationships with vendors, suppliers, and other third parties.

Coordinate with third parties to ensure timely delivery of services and resolve any issues that may arise.

Track and monitor the performance of third-party vendors.

Designer Coordination:

Coordinate with designers to ensure timely delivery of design projects.

Track project progress and communicate any delays or issues to relevant stakeholders.

Ensure designers have the necessary resources and support to complete their work effectively.

Follow-Ups:

Proactively follow up on all outstanding tasks, deliverables, and payments.

Maintain a clear and organized system for tracking all follow-up activities.

Communicate effectively with all stakeholders regarding the status of ongoing projects and any potential roadblocks.

Process Improvement:

Identify and implement process improvements to increase efficiency and reduce costs.

Analyze existing processes and identify areas for improvement.

Develop and implement new procedures and workflows as needed.

Data Entry and Record Keeping:

Maintain accurate and up-to-date records of all transactions, communications, and project milestones.

Ensure data integrity and accuracy in all systems.

Other duties as assigned:

Qualifications:

* Bachelor's degree in Business Administration, Finance, or a related field.

- * 2+ years of experience in a similar role, preferably in a fast-paced environment.
- * Strong understanding of accounting principles and financial processes.
- * Excellent knowledge of GST regulations.
- * Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- * Excellent communication, interpersonal, and organizational skills.
- * Strong attention to detail and accuracy.
- * Ability to work independently and as part of a team.
- * Problem-solving and analytical skills.