

Dear Candidate,

Greetings from PureSynth

As discussed, PFB JD for **Operations Executive** role.

**Position:** Operations Executive

**Openings:** 2

**Location:** Thane

**Roles and Responsibilities:**

Looking after End to End Order Management.

Creating and Submitting Sales Order, Delivery Notes, and Tax Invoices.

Raising Material Request

Creating E-Way Bill and ASN

Co-ordinating with the WH team for Daily dispatches

Follow-up with WH for pending dispatched and Stock availability

Issuing credit notes and stock returns

Tracking of returned material received from customers.

Handling customer queries for replacement and revision in invoices.

Tracking of GRN to Invoice.

Coordinating with Sales and CRM regarding customer queries, customer details, and urgent dispatches.

Co-ordinating with the Accounts department regarding validation of Credit notes and Errors in Tax Invoices (If any)

Validation of DN without invoice and submission of same after receiving the purchase order

**Education and Experience Requirements:**

Any Graduate in Any Specialization

Knowledge of MS Office, E-mail. Strong Communication skills, Self-confident, Quick Decision Maker

Eager to learn new things

Experience with ERP System

Kindly revert.

Thanks.