

# Commercial Manager role with One of the Leading IT Company

## Location:- Ahmedabad

Job Posted by Seema Kakra | June 4, 2024

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Hi,

Request to check below JD & give us your email confirmation for interview process.

If any Query feel free to call Seema Kakra on 7878551502

Company:- One of the Leading IT Company

Position :- Commercial Manager

Location:- Ahmedabad

### Job Description-

<i>KRA Project Commercial</i>		
KRA	Description	Remarks
Invoicing	~ Invoicing with respect supplies. ~ Preparation of IPC as per payment term ~ Payment Collection	
Record Maintenance	~ Maintain customer ledger ~ Maintain Invoice Register ~ Maintain IPC, Bill of Quantity Register, BOQ register as per Price Schedule.	
Forms Issuance	~ Road Permit issuance to vendors ~ Maintain the register for forms	
Lisoning with GST Department / Consultant /Customer / IC	~ Monthly Return Returns ~ WCT certificate from vendor ~ with customer & IC for variation / price correction etc	
Imprest account maintenance	~ Sub Imprest with Stores In charge ~ Sub Imprest with Site teams ~ Sub Imprest with Head office ~ Imprest account maintenance & submission to accounts	
Legal & Statutory Compliances	~ Coordinate with Legal & secretarial at Mumbai for compliance matters.	

Vendor Bill Processing & Passing	~ Process the vendor bill for the material receipts.	
Maintenance of HO Costing Records	~ Maintenance of Costing BOQ & Tracking each line item of BOQ.	
Insurance & BG	~ Ensure that all the time BG & Insurance is valid.	
Stores Management	KRA as per SOP of Stores.	

KRA of Commercial Manager

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