

## Roop Polymers Ltd

<b>Duties And Responsibilities :</b>	
<b>Primary Duties &amp; Responsibilities</b>	
<b>Please mention the nature of the task in the last column based on the legend :</b>	
<b>R (Regular), P (Periodic), O (Occasional)</b>	
1. Checking of customer periodic PO prices in respect of settled RM prices	P
2. Maintaining records regarding PO / VTV receiving status & supplementary invoices	P
3. Calculation of CR for customers as and when require.	P
4. Maintaining item wise customer wise PO and VTV prices..	R
5. Part wise Customer wise Cost analysis.	P
6. Sap Month End Activity	P
7. Sap Month Start Activity	P
8. MIS reporting.	P
9. Bom Verification of New and Existing Parts	R
10. Costing Master Data Preparation	R
11. Loss Making Parts Review	P
12. Review of RM Price	R
13. Inter Unit Costing	P
14. Day To Day Sap Issues	R
<b>Secondary Duties &amp; Responsibilities</b>	
15. . Time to Time any Management Requirement	

### Other Details:

- Our remuneration will be 35K CTC per month.
- Good in Excel and SAP is must.
- Job Posting will be at Manesar only.