

## **Position:** MIS/Back office Executive

### **About the Organisation :**

Organisation is a national player in shopper marketing and commercial space development execution; consultancy, design and delivery in transport hub and urban development projects. The organisation is headquartered in Bangalore and has national presence with regional offices in Mumbai, Gurgaon and Kolkata. It has its own state of the art manufacturing facilities in South and North India and strategic alliances in other parts of the country. We are an IMS/ISO certified company and an Equal Opportunity employer with robust system and practises.

### **Job Brief:**

The MIS executive's responsibilities include creating and publishing reports required by the assigned client as well as management to assess the performance of the project/s assigned and allow for faster decision-making. ... There is the management, the information, and the system and MIS executive is required to keep both client and as well the internal team updated with the progress and raise alert, if required.

- Maintaining and publishing project wise daily reports.
- Managing & maintaining document submissions online/offline for clients.
- Coordination with clients/dealers for project related queries and approvals.
- Material logistics coordinaiton, follow up, tracking & update.
- Coordinating with Suppliers/vendors to publish project dashboard.
- Coordination with cross functional team.

### **Requirements:**

- Bachelor's Degree.
- Minimum 2-3 years' experience in MIS.
- Proficiency in Microsoft Excel and Power point presentations.
- Ability to handle multiple client reports.
- Good communications skills.
- Spoken proficiency in multiple languages shall be added benefit.