



Proprietary TLC Relationship Management (P) Ltd.

Job Title: **Administrative Executive**

Reporting To: Administration Manager

Location: _____

Job Purpose: To update and maintain day to day financial, accounting, administrative and personnel, data entry records in order to meet and support Program Operations as per specific responsibility assigned.

Responsibilities and Accountabilities

1. Responsible for day to day backend operations.
2. Responsible for quality and accurate data entry. Should be well versed with MS Office Packages.
3. Financial Reporting -Preparation of daily, fortnightly and monthly reports.
4. Reconciliation– reconciling revenue, receipts and collateral stock.
5. Technology - Leads / Leads Closure / DNC / Export - Import of Data / Leads Closure / BACK UP.
6. Membership Pre Sale - Membership Forms Entry / Confirmation fax - e-mail / Welcome letters / Enrolment forms sorting / E Marketing
7. Collateral Management –Management of the program collateral stock including preparation of the membership pack for members.
8. Courier - dispatch of membership packs and tracking of all POD's.
9. Coordination with collection executive membership fee collection executive.
10. Must follow office discipline in terms of attendance, timings, security policy, data confidentiality and other office policies and guidelines at all times. Leaves must be approved in advance. All policies on grooming, use of hotel facilities etc must be followed as per Company Policy.
11. Escalating any issue in the Program which does not adhere to Company Policy immediately to the Executive Manager and CEO if required.
12. Must maintain confidentiality of all Data and office records and polices.

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