

Coordinator - Enterprise Business Control

DIALOG ENTERPRISE

The Job

- Responsible for collection of commissions and details from sales agents / sector managers and validating as per the approved policies / criteria's.
- Inform management on any discrepancies and changes.
- Guide the sales teams to obtain approvals on any exceptional cases and follow-up on issues related to commissions.
- Closely working with the payroll team for sales incentive payments.
- Responsible for extracting and validating revenue (new activation), rental changes, VAS products details and sharing with the sales teams.
- Prepare Incentive summaries and segment sales performance dash board.
- Track all churn and incentive related movements.
- Audit incentive churn and dormant on a monthly basis.
- Generate weekly, biweekly and monthly reports on Enterprise Business Control function and incentive details.
- Submit reports to management on performed activities and statuses.
- Responsible for streamlining all processes, procedures, SLA's and standard practices related to Enterprise Business Control.

The Person

- Should possess a Diploma or Degree in Marketing / Finance or Management from a recognized university or institute.
- Having qualifications in CIMA / ACCA or qualifications in HR will be an added advantage.
- Minimum of 5 to 6 years of work experience in a similar capacity.
- Posses good analytical / financial modeling / people management and negotiation skills.
- Should be a good team player with the ability to multitask and take challenges.

If you possess the required attributes and are competent in carrying out the scope of work detailed above, please email your CV to careers@dialog.lk mentioning the position applied for in the subject line **OR** visit our website www.dialog.lk/careers and click on the "Apply Now" button within 10 days of this advertisement.

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