**JOB RESPONSIBILITIES**

NAME:

DESIGNATION: Asst Manager

DEPARTMENT: AMC

* Control and monitoring of AMC activities of TVM
* Take steps to maintain the AMC objectives
  + Need to attain a Growth in revenue of 30% from the previous year,
  + AMC to AMC conversion of 90%
  + WP conversion 50%
* Will be reporting to the AMC state head
* Providing the working plan for every month of all branches on or before the 4th working day /.1st Saturday of any particular month to the reporting authority.
* Responsible for achieving the AMC target of TVM
* Will be responsible for the collection, and maintenance of the outstanding amounts within the credit period of the company billed in AMC for the TVM branch
* Generation of new AMC from Govt Segments & Corporate segments
* Preparing and submitting Monthly, Weekly, and daily reports to the reporting person as per policy.
* Responsible for coordinating and supporting the collecting of all needed PM/Service reports of needed customers for bill submission on time for the state
* Need to make sure all part payments are executed on time and also new agreements with part payments are also updated in the system
* Need to have regular visits to all executives/assistant managers who report and evaluate their performances qualitatively & quantitatively
* Daily new customer visits should be a minimum of 8 nos & monthly generation of at least 5 new customers having a value of 50000 or above.
* Need to have regular interaction with all corporate & medium customers.
* Performing periodic reviews of the income plan in regular intervals and taking corrective actions, also update the current status to the reporting authority
* Provide the weekly billing details to HO every Saturday.

Name :

Date :