

Job Description

About Banka Bio:

Banka BioLoo Limited is a pioneer in sustainable sanitation solutions, offering eco-friendly bio-toilets and waste management systems. A publicly listed company, it serves diverse industries, promoting environmental sustainability and hygiene across India.

Position: Project Coordinator (only female)

Department: Projects

Location: Begumpet, Hyderabad

CTC: No constraint for the right candidate

Job Summary:

The **Project Coordinator** is responsible for overseeing project operations, tracking financial transactions, and ensuring timely collection of receivables. This role involves coordinating with internal teams, clients, and vendors to manage project timelines, monitor budgets, and maintain accurate financial records. The ideal candidate should have strong organizational skills, attention to detail, and a solid understanding of project management and accounts receivable processes.

Key Responsibilities:

Project Coordination:

- Monitor project progress, budgets, and deliverables.
- Maintain detailed records of project activities and financial transactions.
- Coordinate with cross-functional teams to ensure smooth project execution
- Prepare reports on project status and financial performance.

Receivables Management:

- Track outstanding payments and follow up on overdue invoices.
- Maintain accurate records of invoices, payments, and account reconciliations.
- Communicate with clients to ensure timely collections and resolve billing discrepancies.
- Collaborate with finance and accounting teams to streamline receivables processes.

- Generate and analyze receivables reports to identify trends and issues.

Administrative and Compliance Support:

- Support audit processes by providing relevant documentation.
- Maintain accurate documentation of contracts, agreements, and financial records.
- Assist in preparing financial forecasts and cash flow reports.

Skills:

- 3+ years of experience in project coordination, accounts receivable, or finance-related roles in Water & Water Industry preferable
- Strong proficiency in Microsoft Office (Excel, Word, PowerPoint) and ERP
- Strong analytical and problem-solving skills.
- Attention to detail and accuracy in financial reporting.

Preferred Qualifications:

- Knowledge of accounting principles and financial reporting.
- Familiarity with ERP or accounting software.

Please share your CV: peopleofficer@bankabio.com

For further queries contact: 9063014135