

Job Description

Job Code	
Job Title	Business Coordinator – Business Unit
Location	Hyderabad
Reports to	Business Unit Head / Operations Head
Job Summary	To coordinate and support end-to-end planning, scheduling, and financial tracking activities for the assigned Business Unit, ensuring smooth operations, cost control, and timely execution aligned with business targets.
Responsibilities	Planning & Coordination • Prepare and monitor monthly, quarterly, and annual business plans for the assigned BU. • Coordinate with sales, production, procurement, and logistics teams to align demand and supply. • Track order inflow, order book, and execution status. • Support capacity planning and resource allocation. Scheduling & Execution • Develop and monitor production and dispatch schedules as per customer commitments. • Follow up with plant teams to ensure on-time delivery (OTD). • Identify schedule deviations and coordinate corrective actions. • Prepare daily / weekly / monthly MIS reports on planning and execution. Finance & Commercial Support • Track BU financials including revenue, cost, margins, and working capital. • Monitor budget vs actuals and highlight variances. • Coordinate with finance team for billing, collections, and credit control. • Support cost optimization initiatives and margin improvement. • Assist in preparation of BU P&L statements and financial presentations. Reporting & MIS • Prepare and present business performance dashboards to BU Head and management. • Maintain accurate data on sales, production, inventory, and receivables. • Ensure data consistency across ERP / SAP and internal reports. Cross-Functional Coordination • Act as a single point of contact for BU coordination across departments. • Support audits, reviews, and management meetings. • Ensure compliance with internal processes and company policies
Qualifications & Experience	• Education: MBA (Operations / Finance) or BE/B.Tech with relevant experience

	• Experience: 10+ years in planning, coordination, or business operations (manufacturing preferred) • Industry Exposure: Steel, engineering, infrastructure, or manufacturing sector (preferred) •
--	---

Interested candidates can share CV to careers@pennarindia.com with the email subject Business Coordinator – Business Unit