https://karncy.com/careers/field-operations-executive/

Field Operations Executive

Hiring organization
Karncy

Employment Type
Full-time

Job Location
Hyderabad, Vizag, Vijayawada, Srikakulam, East Godavari and West Godavari

Description

The Field Operations Executive is the ground engine of this network — the person who turns a mapped supplier list into a verified, onboarded, transacting vendor. This is a field-first, target-driven role: most of the week is spent at supplier factories and offices, not at a desk.

This role directly determines whether the corridor hits its supplier onboarding and transaction targets — and whether it hits them with suppliers who actually complete their first financed order successfully.

Responsibilities

1. Supplier Identification & Verification

- Engage with MSME suppliers across the assigned territory.
- Conduct field visits to understand supplier operations and verify business credentials.
- Build and maintain a strong supplier database through local market outreach and networking activities.

2. Supplier Onboarding

- Support suppliers through registration, KYC, and documentation processes.
- Ensure timely collection and validation of required information.
- Maintain accurate and updated supplier records.

3. Transaction Support

- Assist suppliers through their initial transactions and operational requirements.
- Coordinate with internal teams to resolve documentation and process-related issues.
- Help suppliers successfully complete and sustain business transactions.

4. Reporting & Field Coordination

- Provide regular updates on supplier visits, onboarding status, and field activities.
- Highlight operational challenges and recommend solutions.
- Collaborate with internal stakeholders to ensure smooth execution of supplier engagement initiatives.

Qualifications

- Preferred qualifications include **B**.Com, BBA, BBM, BA, B.Sc, MBA, PGDM or other relevant business and commerce-related programs.
- Fresh graduates with strong communication and field coordination abilities are encouraged to apply.

Skills

- 1-4 years of field sales, field credit, vendor development, or supply chain-facing experience — banking/NBFC field collections or business correspondent experience is a strong plus
- Enjoys interacting with business owners and working extensively in the field.
- Comfortable with local travel and independently managing responsibilities.
- Strong communication, relationship-building, and coordination skills.
- Attention to detail and ability to manage documentation and follow-up activities effectively.
- Problem-solving mindset with a proactive approach to stakeholder engagement.
- Basic proficiency in MS Office and mobile-based applications.