

JOB DESCRIPTION

Job Role : Outlet Verification Associate

Mode of interview:- Face to Face

Qualification- 12th or Above

Mandatory Documents: Minimum Eligibility Criteria

- Pan Card
- Aadhar Card
- **Permanent/Learner Driving License**
- Bikes and Smartphones having Android OS Version 10
- Passport Size Photo/Selfie
- Bank Details - Passbook or Cancel Cheque or Statement

Job Overview:

The Outlet Verification Associate will be responsible for verifying the authenticity, compliance, and operational standards of retail outlets within a specified region. This role involves performing on-site inspections, documenting compliance with company standards, and ensuring accurate data collection. The specialist will serve as a bridge between company operations and retail outlets, maintaining clear and accurate records of each visit to support decision-making and compliance efforts.

Key Responsibilities:

- Conduct on-site verification visits to assigned outlets to confirm authenticity and adherence to company guidelines.
- Ensure outlets are compliant with company policies and regulatory requirements.
- Identify any discrepancies or non-compliance issues and report the findings promptly to the reporting manager
- Collect and update information related to the outlet in the company portal through a mobile app.
- Maintain a professional relationship with outlet owners and staff to facilitate smooth verification processes.
- Collaborate with other teams, including field operations and subordinates, to support the validation process.

Education: 12th & Above

Skills:

- Strong attention to detail.
- Good interpersonal and communication abilities.

- Proficiency in data entry and reporting software.
- Ability to work independently, manage time effectively, and navigate various geographic locations as needed.