

Manager – Revenue / Billing

New Delhi

ABOUT SMART JOULES

- Smart Joules is a leader in energy efficiency services with a unique business model that delivers assured savings to its customers
- It is an early stage agile, fast-growing company funded by some of the large investors like **Asian Development Bank, TATA Capital, Sangam Ventures, Max Industries, Intelleventures, Mr. Saket Burman (Dabur Family), Mr. Nadir Godrej and 5 angel investors**
- Smart Joules has achieved
 - **35%** reduction on total energy consumption across all its clients till date, equivalent to the annual consumption of more than **15 Lakh** avg. Indian households
 - **1,13,254+ metric tons** of annual CO₂-eq. emissions reduction from existing projects
 - Saved more than **INR 133 Crore** of energy
- Some of its clients includes renowned companies like Apollo, Fortis, CARE, KIMS, Aster, Amneal and LMW
- It has presence across **25+ cities throughout India & 1 international partnership in Indonesia**
- Some Recognitions include: **Champion of Change recognition from the Prime Minister's Office & Niti Aayog, 10+ National Awards from Ministry of Power & CII, International Award from German Energy Ministry, Multiple international grants and fellowships, 35+ media coverages**
- Business Offerings
 - JoulePAYS: Pay-as-you-save model offering guaranteed energy savings with 0 CapEx and 0 risk for existing buildings and factories

- JouleCOOL: Cooling-as-a-service (build-own-operate-maintain-analyse-optimize) model offering sustainable, convenient, quality and economical cooling for new buildings
- DeJoule: IoT platform technology with hardware and software to continuously identify and automatically eliminate operational energy wastage
- For more details, see:
 - This recent [5-minute pitch](#) about the business
 - [This interview](#) with Govind explaining our business
 - [This podcast](#) with Forbes discussing our business and growth plans
 - This video calling out to the type of people we are looking for and this one relating to our mission
 - Our [website](#) and [LinkedIn page](#) have additional information

WHY SHOULD YOU BE A PART OF SMART JOULES?

1. 4X Individual Growth:

Very ambitious and goal driven management and team which targets to grow 318 times in next 7-8 years. If you are part of such a team, you will have to grow 4 times.

2. Market Leaders:

The market leader in their business segment in India and soon in the world

3. Contribute to Environment:

You contribute to the environment and society as a whole by being a part of journey to prevent 29 million tons of CO₂eq emissions before 2030 by making energy saving simple, substantial and profitable for large buildings and factories

4. Develop Entrepreneurial Skills:

Empowers Each Team Member with a Sense of Ownership, Build a Positive Team and Family Spirit, Get Shit Done, Maintain a High Level of Transparency and Honesty, Be Passionate, Determined and Bold, Pursue Growth and Learning, Be Adventurous, Creative and Open-minded

5. Develop Cross Functional Skills:

You work across multidisciplinary teams and hence, develop your skills across various domains

6. Stable Business:

Although fast growing, Smart Joules is stable with revenue locked in for 7-10 years with highly credit-worthy clients for whom we create disproportionate ongoing value.

7. Profitable:

Company is profitable and more than doubled in last year. Moreover, in the COVID times also it gave increments to its employees.

About the Role: Revenue / Billing

Role Summary

Timely invoice submission to external clients, Review, analyze and timely resolution of queries/errors in invoices/reports, Flag risks and resolution to management & Collection of funds.

Responsibilities

Responsibility Head	Responsibilities
Collection & Purchase	<ul style="list-style-type: none"> • Collection and monitoring the revenue from all the contracts and the clients. • Go through the purchase order and track the entire project progress..
Payments & Invoices	<ul style="list-style-type: none"> • All payments need to be collected and the same need to be documented. • Raising invoices for each order • Savings generated, invoices, monthly report document files and other related documents • Timely invoice submission to external clients • Review, analyze and timely resolution of queries/errors in invoices/reports
Client & stakeholder management	<ul style="list-style-type: none"> • .Follow up with clients for payments or any clarification to the SMART JOULES team • People will be preferred from projects companies, ETA , Solar companies and construction background. • Develop and maintain robust relationships with internal stakeholders timely and accurate data capture. • Flag risks and resolution to management
Billing	<ul style="list-style-type: none"> • All billing related work, communication internally and externally with vendors, stakeholders etc • Work on capitalization of Fixed assets • Analyze and devise correct methods and ways to record and account for fixed assets owned or operated by company or clients or collectively

Skills & Experience Required

Skill & Behavior /Experience Required	Requirement Detail
Experience	<ul style="list-style-type: none"> ● Good 7-10 years of experience. ● Good communication skills ● Proficiency in MS Excel ● Proficiency in MS Word ● Working knowledge of Gmail/Google Drive ● Results driven and comfortable working within a fast paced environment ● Work independently + Team player ● High degree of accuracy and attention to details
Education	<ul style="list-style-type: none"> ● Engineer Degree (Elec / Mech/ Civil)
Skills & Attitude	<ul style="list-style-type: none"> ● Working knowledge of Excel Queries / SQL ● People will be preferred from projects companies, ETA , Solar companies and construction background.

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