

Campus Recruitment Notice

DBM Operator

Role DBM Operator	Department After-Sales — Workshop Operations	Location Ahmedabad / Anand	Annual CTC Rs. 1.80 Lakhs p.a.
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About Paras Trucks and Buses

Paras Trucks and Buses is a leading authorized dealership of Ashok Leyland — India's second-largest commercial vehicle manufacturer — with over 18 years of presence across Gujarat, Rajasthan, Punjab, and Haryana. Our operations span six OEM partnerships, with Ashok Leyland being the flagship, representing the full range of M&HCV (Medium & Heavy Commercial Vehicle) trucks and buses.

We operate modern, process-driven workshops in Ahmedabad and Anand built on Ashok Leyland's structured service framework. Our after-sales environment is digitally enabled, quality-focused, and committed to delivering world-class service to fleet operators and vehicle owners across the region.

Joining Paras Trucks and Buses means stepping into an OEM-backed environment where you will receive product training, process mentorship, and hands-on exposure to the commercial vehicle industry from day one.

About the Role

The DBM Operator manages Ashok Leyland's Dealer Business Management (DBM) system — the central digital platform through which all workshop transactions are recorded and processed. The role owns invoice generation and billing at the close of each service job, ensuring all charges are correctly captured before vehicle release. The DBM Operator also handles broader operational data including warranty claims, parts entries, and MIS reporting for the service team.

Key Responsibilities

Invoice and Billing

- Generate service invoices in the DBM system upon quality check clearance, accurately capturing labor charges, spare parts, consumables, applicable GST, and any additional charges
- Cross-verify invoice details against the approved Job Card to eliminate billing discrepancies before vehicle delivery
- Coordinate with the Service Advisor for any customer-approved scope changes that impact the final invoice
- Ensure all invoices are complete and compliant before the vehicle is cleared for gate-out

Operational Data Management

- Create and update job cards in the DBM system based on inputs from the Service Advisor at the time of job opening
- Process spare parts indent entries and coordinate with the Parts Department for job-wise stock allocation
- Enter and submit warranty claims with complete supporting documentation as per Ashok Leyland guidelines
- Maintain accurate vehicle-in and vehicle-out records aligned with workshop gate processes

- Prepare daily, weekly, and monthly MIS reports for the Workshop Manager covering job volumes, billing summaries, and warranty claim status
- Ensure all records in the DBM system are complete, accurate, and audit-ready at all times

Qualifications

- B.Com / BBA / Diploma in Computer Applications, Information Technology, or a related discipline
- Proficiency in MS Excel; familiarity with ERP or DMS-style software is an advantage
- High accuracy and attention to detail in data entry, documentation, and billing
- Basic understanding of invoicing, GST, and commercial billing processes is preferred
- Ability to manage time-sensitive tasks consistently in a structured workflow environment

What to Expect

- Structured onboarding and training on Ashok Leyland's DBM platform, warranty claim processes, and billing systems
- Exposure to the end-to-end workshop transaction lifecycle in a digitally-enabled service environment
- Opportunity to build expertise in automotive dealership operations and DMS systems
- Close collaboration with service, parts, and accounts teams in an integrated workflow

How to Apply

Interested candidates may send their resume to:

hr.guj@parastrucks.in

Subject Line: *Application - DBM Operator | [City]*

Placement officers are invited to share this notice with eligible final-year students and coordinate with our HR team for campus presentations, pre-placement talks, or interview scheduling at your institution.

For placement coordination and queries:

HR Department — Paras Trucks and Buses

Phone: +91 74969 70303

Email: hr.guj@parastrucks.in

Paras Trucks and Buses is an equal opportunity employer. We welcome applications from all eligible candidates.