

Executive, Delivery Operations

Ref no: CP0140

Vacancy: 01

Job Designation: Executive, Delivery Operations

Job Responsibilities Job Description:

- Monitoring point offices following the defined guidelines.
- An executive will be responsible for 2/3 Point operations
- Conduction of audit cycle in the points by company method.
- Ensuring proper company assets and right resources in right place.
- Following-up Standard Delivery and Return SLA of orders and executing on-time order closing from points.
- Fixing regular operational problems as per company guidelines.
- Communication with cross-functional Team regarding any operational issues and initiate to sort those out accordingly.
- Monitoring cash reconciliation on same day and maintaining the petty cash management of the points.
- Implementing proper hygiene across point operation eco-system in terms of dispute cases, behavior of associates, returned orders.
- Managing Pickup operations conducted from points.
- Rider Recruitment and Retention and also engaging into capacity analysis of point in a pro-active way.
- Ability to work extra mile
- Willing to travel anywhere in Bangladesh
- Maintaining the Permanent journey plan (PJP) to execute several company activities

Qualifications:

- Educational- Minimum Bachelor Degree
- Experience- Minimum 2-years of relevant experience
- Soft Skill- Basic Word, Basic Excel, Basic Power Point
- Other Skill- Solid written and verbal communication skills and organizational efficiency with strong attention to detail and accuracy.
- Recruitment Skill- Capacity of on-boarding new Associates based on the requirement.

Job Location: Patuakhali, Munshiganj, Kushtia, Madaripur, Naogaon, Nilphamari, Moulvibazar, Habiganj,

Salary: As per company policy

Please send your updated CV along with cover letter mentioning " **Executive - Delivery Operations** " in subject line at career@paperfly.com.bd within 15th June, 2022.