

Manager, Transport Operations

Ref no: CPO0132

Vacancy: 1

Job Responsibilities:

❖ Arrivals and Departures:

- Plan and deliver a strong arrival and departure operation across multiple hubs for up to more than 150 private-hire vehicles.
- Coordinate with all hubs to ensure an efficient arrivals and departures operation is in place with all key processes and procedures clearly mapped out.
- Ensure clear and comprehensive plans and procedures are in place with regards to meet and greet processes, vehicle performance areas, vehicle call-up systems, vehicle loading, on the spot communications and change management.
- Create clear and detailed arrival and departure reports and ensure they are clearly communicated to all relevant internal and external stakeholders.
- Develop, communicate and manage onsite staffing plans for network operations.
- Work with the executives & supervisors to ensure all regional hubs and points under them receives the products in accurate actual time and departs accordingly.
- Work together with various vendors (transport suppliers), to ensure there are clear change management processes and possibility plans in place.
- Ensure all suppliers are fully aware of timings, locations, vehicle types and staging areas and the city center routes and restrictions.
- Develop, communicate and manage onsite staffing plans for network operations.
- Ensure vehicles have the correct passes at all times and fit for moving anywhere anytime.
- Oversee all transport staffing and suppliers to ensure both ingress and egress run smoothly and any issues on the day are managed quickly and efficiently.
- Create a Transport Operations Manual that includes routes, venue maps and details for all destinations with respect to drop-off and pick-up points for reference & training purposes.

❖ Finance:

- Responsible for pre- and post-event budget management and financial reconciliations with transport and event operations suppliers.
- Post-event financial reporting for vendors.
- On the spot management of all non-budgeted expenditure Staff Training and Management.
- Manage and motivate the onsite team to ensure the delivery of excellent service levels at all times
- First point of contact and support for direct reports.

❖ **Reporting:**

- Work closely with the executives to produce comprehensive and detailed transport reports from the executives and constantly review the volume and accuracy of data.
- Pre-event and on-site preparation and distribution of detailed transport reports to brief the executives, staff and suppliers.

Job Requirements:

- Minimum 10 years' experience in Local courier or E-commers Industry
- You must be able to demonstrate extensive transport planning and scheduling experience in addition to on-site management and delivery
- Experience planning and running hubs and points arrival and departure operations.
- Proven vendor management experience.
- Strong people management skills.
- Highly proficient in the full Microsoft Office suite (Word, PowerPoint, Outlook, Excel & Teams)
- Excellent organizational and planning skills, able to multi-task and work under pressure.
- Extensive hands-on managerial experience in the planning and delivery of large-scale transport Operations. Preferable from Local courier experienced.

Job Location: Dhaka

Salary: Negotiable

Please send your updated CV along with cover letter mentioning " **Manager, Transport Operations**" in subject line at career@paperfly.com.bd within 31st May 2022.