



Dispatch Officer/Assistant

- **Vacancy for:** 3
- **Posted on:** Oct. 16, 2017
- **Deadline:** Nov. 26, 2017, 11:55 p.m.

Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu/ Hetauda
Offered Salary	: Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years

Other Specification

- Bachelor or Master degree in marketing or a related field with experience more than 2 years in related industry/ position
- Proven working experience as Dispatcher
- Drive for results and leadership skills
- Excellent understanding of the full marketing mix
- Strong analytical skills and data-driven thinking
- Advanced communication and interpersonal skills
- Up-to-date with latest trends and marketing best practices
- Excellent command of the English language

Job Description

- Welcoming customers Greeting customers with a smile and making them feel comfortable
- Ensuring efficient and timely management of delivering customers' orders
- Organising the working area (dispatch area) regularly and as may be necessary clearing the boxes
- identifying picked orders and noting them on a board for quick reference of when customers come to collect
- Picking of ordered items from the store and delivering them to the picking area
- Checking orders of all customers; walk-ins, export and drug pool program
- Verify and dispatch the cleared orders
- Managing internal and external customer complaints
- Receive, listen, investigate and where appropriate carry out corrective action or advise
- Ensure that copies retained from customers are properly filed
- Giving directions to customers on procedure for payments, and general physical directions

Report To: Head-Dispatch

TO APPLY:

Qualified candidates are requested to submit their resume and motivation letter, clearly marking for the post of " **Dispatch Officer/Assistant**" by mentioning the desired location at hrtcement@gmail.com not later than **17th of Nov, 2017**

The right candidate is expected to be excellent in written/spoken English and Nepali and is an excellent computer proficiency with working knowledge of full office package. Salary and perks will not be a bar for highly deserving candidates.

Only candidates who are under serious consideration will be contacted for the further selection process (es). The company reverse to right to reject any /all applications without out assigning any reason whatsoever. Canvassing at any stage of the processes shall lead to automatic disqualification.

OR,

Applying Procedure

Apply Link : <https://merojob.com/dispatch-officerassistant-2/>

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