

Job Description

Position: **Delivery Associate (DA)**

Location: **Tamil Nadu, Andhra Pradesh, Goa, Telangana, Maharashtra**

Department: Logistics

Reports To: Logistics Manager

Job Overview:

As a Delivery Associate (DA), you will be responsible for the timely and accurate delivery of packages to customers. Your role involves planning daily travel routes, handling the loading and unloading of packages, and managing customer interactions to ensure satisfaction and acknowledgment of product delivery.

Key Responsibilities:

- Deliver allocated packages to designated locations efficiently and within the specified time frame.
- Plan and optimize daily travel routes based on delivery locations to ensure timely deliveries.
- Handle the loading and unloading of packages, ensuring proper care to prevent damages.
- Accept and record payments from customers upon delivery, maintaining accurate financial transactions.
- Obtain acknowledgment from customers confirming that products are delivered without damages.
- Maintain up-to-date knowledge of the respective delivery area to improve route planning and delivery accuracy.

Requirements:

- High school diploma or equivalent.
- Valid Driving License.
- Strong knowledge of the delivery area and routes.
- Excellent organizational and time-management skills.
- Ability to lift and handle packages of varying sizes and weights.
- Good communication and customer service skills.

Mandatory Documents:

- Aadhar Card/Voter ID
- PAN Card
- Blank Cheque/Bank Passbook
- Driving License

Position: Shipment Processing Services (SA/Pickers/Loader)

Location: Tamil Nadu, Andhra Pradesh, Goa, Telangana, Maharashtra

Department: Logistics

Reports To: Warehouse Manager

Job Overview:

As a Shipment Processing Services staff member (SA/Pickers/Loader), you will be responsible for sorting, scanning, and bagging shipments according to pin codes. You will also handle the loading and unloading of shipments from vehicles and utilize basic computer knowledge to assist in processing and tracking shipments.

Key Responsibilities:

- Sort, scan, and bag shipments based on pin codes to ensure accurate and efficient processing.
- Load and unload shipments from vehicles, ensuring proper handling to prevent damage.
- Use basic computer skills to assist in tracking and recording shipments.
- Maintain an organized work area and follow safety protocols to ensure a safe working environment.

Requirements:

- High school diploma or equivalent.
- Basic knowledge of computer operations.
- Ability to lift and handle shipments of varying sizes and weights.
- Strong attention to detail and accuracy in handling shipments.
- Good organizational skills and ability to work effectively in a team.

Mandatory Documents:

- Aadhar Card/Voter ID
- PAN Card
- Blank Cheque/Bank Passbook

Additional Information:

- Training will be provided for all necessary systems and procedures.
- Full-time and part-time positions available.
- Competitive salary and benefits package offered.