



Job Description - IT Head

Company: Atlant Global India (Inc), Master Franchisee of The Professional Couriers

Corporate Office: BTM Layout, Bangalore

Operations Hub: Kudlu Gate

Branches Covered: 64 branches across Bengaluru South & East

Job Title: Assistant Operation Incharge

Location : Mahadevpura (MHP), Bangalore East Hub, Professional Couriers

Key Responsibilities:

- **Supervise Operations:** Oversee daily operations at MHP Mahadevpura hub, ensuring smooth handling of consignments.
- **Staff & Attendance:** Manage staff attendance, maintain records, and ensure adequate staffing for operations.
- **Consignment Handling:**
 - Manage inbound and outbound consignments (cargo/logistics).
 - Ensure proper sorting, handling, and dispatch of consignments.
- **Customer Complaints:** Handle customer complaints related to consignment handling.
- **Evening Operations:**
 - Receive evening consignments, sort state-wise, and send to Kudlu Gate.
 - Prepare branch-wise consignment entry, collect cash, and share details with Kudlu gate team on WhatsApp group.
- **Vehicle Movement:**
 - Manage vehicle inbound/outbound timings.
 - Record and post vehicle arrival/departure timings in the group.
- **Reporting:**
 - Post morning and evening summary reports in the group.
 - Ensure timely reporting of late runners (morning/evening) in the group

Skills Required:

- Minimum 2 years of total experience in logistics/courier operations preferred.
- Strong supervisory, organizational, and communication skills.

Additional Requirements :

- Languages: Kannada and English is mandatory
- Two-wheeler is mandatory