

JOB OPENING AT M/s G. A. SHAH

JOB TITLE: Jr. Transport Officer (Male candidate)

JOB DESCRIPTION:

Areas to be handled:

1. Coordination of Drivers & arrangement of Vehicles as per dispatch plan received.
2. Look after maintenance of Vehicles – for that knowledge of maintaining Trucks is essential.
3. Take care of updating & maintaining record of the necessary documents for vehicles such as Vehicle Licence, Transport Licence, National permit, PUC, RC book etc.
4. Overall Fleet Management.

Qualifications:

1. Graduate / Diploma
2. Must have knowledge of computers and the usage of MS-Office.
3. Min. 3 years experience in Logistics / Fleet Management.

The Candidate :

1. Should be ready to relocate.
2. Must have own Two Wheeler.

Salary Package :

1.5 to 2.0 Lakhs p.a.