

## Operations Executive / Tracer

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Company: Collabrain

Location: , , Pakistan

Category: other-general

Job Description· 1. Tracer will follow all administrative operations regarding trailers traceability event by event (dispatch from the factory up to delivery to the dealers)· 2. He will be managing transport alerts (delays, accident, other non-forecast areas)· 3. Will perform Customer Services for YMPK· 4. Monitor schedule and follow up on all trailers· 5. Real time trailers tracking·6. Close coordination with the trailers drivers for monitoring of the dispatch plan with the agreed timelines· 7. Daily reporting on KPI management· 8. Track and follow up on all trailers for confirmation of POD's from the dealers·9. Close liaison with trailer drivers and J&B staff to ensure that inquiries and issues are addressed· 10. Investigate mishaps, if any and perform follow up on the mishaps· 11. Reporting of damage claims to the management· 12. Track, trace and obtain PODs.Required SkillsCommunicationWorking Hours: MORNING SHIFTQualification Required: ACCOUNTING & FINANCE

#J-18808-Ljbffr

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