

JOB OPPORTUNITY COURIER MANAGER

DIVISION: SALES & MARKETING

REPORTS TO: GENERAL MANAGER SALES & MARKETING

POSITION SCOPE:

The Courier Manager will be responsible for managing the Courier Operations. The core duty of managing the Couriers to ensure the timely delivery of products within the set standards as agreed to based on their contractual obligations. Ensure the Courier Team performs their assigned duties in accordance with the standards set and required by the Corporation.

KEY DUTIES AND RESPONSIBILITIES:

- Ensure operational expenditure is kept within budget and steps taken to improve the cost-effectiveness
- Ensures targets set for productivity, business growth and area expansion are met
- Ensure policies and procedures are in place to prevent revenue leakages
- Participates in any review and facilitates the implementation of improvements to departmental processes, policies and procedures and ensures adherence
- Ensure technology is expeditiously introduced to improve service performance and reduce cost
- Ensure the Courier service achieves the targets set for Nationwide Service and on time Delivery
- Maintain a positive community and public profile with a view to building up business
- Ensure the operational parts of the Courier business deliver the agreed standards of performance, in particular in the areas of on time delivery, nationwide service, international obligations, customer satisfaction and security
- Provides all necessary reports as required by Management in a timely manner
- Participates in and supports TTPost's projects as assigned
- Supervises assigned workforce, monitoring, appraising, motivating and disciplining as required
- Monitors and ensures adherence to health, safety and environmental rules, regulations and guidelines
- Performs other related duties as may be required by the job function

EDUCATION:

- At least a Bachelor's Degree in Business Management/Operations/Logistics/Product Management or related discipline

EXPERIENCE:

- At least five (5) years experience with a proven track record in a recognized logistics/courier operations with a nationwide scope
- At least three (3) years Managerial experience

The closing date for applications is **Tuesday 02 April, 2024.**

Please note that unsuitable and late applications will not be acknowledged.

Applications should be addressed to: -

**Mr. George Alexis
Managing Director (Ag.)
Office of the Managing Director
Trinidad and Tobago Postal Corporation
National Mail Centre
240-250 Golden Grove Road
Piarco, 350462
Trinidad and Tobago**