

Blue Dart Express Recruitment 2023 – 2+ Years Experience Required – Executive Officer Post

Hiring organization
Blue Dart Express

Job Location

India
Remote work possible

Date posted
June 22, 2023

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Valid through
30.09.2025

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

12th Pass

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Blue Dart Express Recruitment 2023

Job Title: Executive Officer

Department: Operation

Reports To: General Manager

Summary:

The Executive Officer is responsible for providing administrative and support to the Operations team at Blue Dart Express. This includes managing the team's day-to-day operations, ensuring compliance with company policies and procedures, and providing strategic support to the General Manager. The Executive Officer also performs other duties as assigned.

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Blue Dart Express Jobs For Freshers

Responsibilities:

- Manage the day-to-day operations of the Operations team.

- Ensure compliance with company policies and procedures.
- Provide strategic support to the General Manager.
- Oversee the development and implementation of new operations initiatives.
- Represent the Operations team at meetings and events.
- Other duties as assigned.

Skills:

- Excellent organizational skills.
- Attention to detail.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.
- Excellent communication skills, both written and verbal.

Qualifications:

- Bachelor's degree in Business Administration, Operations Management, or a related field.
- 5+ years of experience in a management role.

Important Links Experience in the logistics or transportation industry is a plus **Find the Link in [Apply Now](#) Button**

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