



## **JOB TITLE: Courier**

EX25002LH

Dar es Salaam, Dar es Salaam, Tanzania, United Republic of

- Ensure tight deadlines picks up, handles and delivers time sensitive documents and packages in a safe and punctual manner considering traffic patterns, alternative routes, traffic regulations, and driving conditions in order to meet customer and DHL time requirements.
- Manage the maintenance of allocated vehicle.
- Assist with the implementation of best office practices, including being on time and represent yourself in a smart and start manner.
- Carry out pre-start check on the motorbike/vehicles and report any abnormalities.
- Attend to assigned by management all other duties from time to time.
- Responsible for work processes that affect the success of own role and contribute to the overall performance of the department.
- Work under general supervision with regular review and guidance from a supervisor.
- Refer complex and unusual problems to supervisor.
- Comply with all company policies and procedures, including those in relation to health, safety, environment and community.
- Follows up on all customer enquires.
- Informs Supervisors and Team Leaders on all service related issues.
- Provides quality feedback to customer service on service incidents when need arises.

- Generate and provide good sales lead to sales team.
- On an ongoing basis, seek out and implement opportunities for continuous improvement within the operation domain.

## **Minimum Requirements**

### **Knowledge and Skills**

- A valid Tanzanian driver's license
- 1-3 years of experience in area of responsibility.
- Intermediate service, production, or support role having greater responsibility to perform all (or most) of the standard work within the function.
- Demonstrates basic knowledge of a technical or specialty area.
- Readily learns and applies new information/concepts in area of practice.
- Advanced Certificate of Secondary School ( Form Six)
- VETA Training Certificate is an added advantage
- Good communication skills, both oral and written in English and Swahili
- Team work

### **Behavioral competencies**

- Honesty
- Integrity
- Accountable

**APPLY HERE**