

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-223-2021
Company Name	Purple Martin
Industry	Retail
Vacancy	Delivery Coordinator
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )*	Full Time
Major	Supply Chain, Logistics, Business Management or any other related field
Years of Experience	3 year
Education	Bachelor Degree
Location	Jnah
Remuneration & Benefits	NSSF and Transportation
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>-Use software to track, check, prioritize and route orders</li> <li>-Prepare and ensure completion of all important documents such as pick slips, Feedback form, etc.</li> <li>-Oversee the flow of products from preparation to delivery and proactively solve problems that might cause delays.</li> <li>-Resolve issues regarding delivered orders</li> <li>-Collaborate with warehouse, purchasing and other managers to optimize processes</li> <li>-Supervise and lead subordinates (receiving clerks, order pickers etc.)</li> <li>-Report to management on activities and issues</li> </ul>