

Job Description – Delivery Executive

Job Title:	Delivery Executive
Department:	Sales
Position Type:	Full-time
Reporting To:	Sales Manager
Responsible on absence:	Sales Consultant / CRT Executive

Primary Responsibilities

- **Pre Delivery Inspection**
 - Carry out pre-delivery PDI as per checklist
 - Coordinate with service team in case of any issues and their resolution

- **Delivery**
 - Conduct detailed check of the vehicle after receiving from stockyard using the delivery checklist
 - Prepare all documents before customer arrival for a smooth experience.
 - Ensuring vehicle is clean, fitted with all accessories as ordered by the customer, and appropriately ready for Delivery
 - Educating customers on ownership experience at the time of delivery
 - Accompany customer on a flag off ride post delivery

- **Logistics**
 - Monitor the stock levels of different models, advice the Sales Manager on monthly indenting
 - Coordinate with the cashier store for managing collections from customers

Candidate profile

- **Educational Qualifications:** Graduate / Diploma
- **Industry:**Auto, Retail, Logistics, FMCG, any other product-based industry
- **Minimum experience:** 3 years with at least 2-year experience in managing systems and operations for any auto dealership
- **Profile:**Data management background, adherence to processes and norms

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- **Competencies:**
 - Customer Relationship Management
 - Product Knowledge / Brand Insights
 - Analytical Skills