

**ARKA JAIN UNIVERSITY**  
**TRAINING & PLACEMENT DEPARTMENT**  
**PLACEMENT OPPORTUNITY @ FLIPKART**

**NOTICE NO.:** AJU/T&P/UG/00119/21-22

**DATE:** 02/06/2022

**NAME OF COMPANY:** Flipkart- Instakart Services Pvt. Ltd

**Registration Deadline is 3:00 pm, 3<sup>rd</sup> June 2022.**

**COMPANY PROFILE:** Flipkart- Instakart Services Pvt. Ltd, also known as Ekart. At Ekart our continuous endeavour is to provide high quality experience to the customers. The purpose of this job role is to lead a team of delivery executives and coordinate all shipment deliveries/pickups are completed as per operational standards. The team leader will ensure that customers experience high quality delivery service.

**DESIGNATION OFFERED:** Executive - Hub Operations

**JOB PROFILE**

**Duties and Responsibilities**

1. Ensure Hub opening & closing is done as per operational standards and requirements.
2. Supervise the Sorters who receive the shipments.
3. Planning as per available resources and allocating shipment for bike and van deliveries.
4. Ensure all team members are trained and are aware of operational standards.
5. Sorting shipment as per defined routes.
6. Create the Run sheet/Pickup sheet and assign daily work to WM's.
7. Prepare Reports; Check and revert on mails.
8. Execute ERP Transaction.
9. Prepare and share Day End reports.
10. Collection of cash, accounting and reconciliation with ERP.
11. Participate in delivering the shipment/pickup as per operational requirement to the customer when required.
12. Take ownership of the team assigned to him in terms of motivation, control attrition, handle grievance, Grooming, zero customer escalations, training, coaching as per OKR.
13. Adhering & supporting the organization into seamless adoption of new policies & processes.
14. Track undelivered shipment in ERP and call customers to identify reasons for non-delivery.
15. Track wish masters performance on a real time basis to ensure all deliveries are completed as per plan.
16. Provide support to the Wish Masters enrooted and take necessary actions.
17. Ensure unexplained Zero stock variance at the hubs on a daily basis.
18. Achievement of Key Performance Indicators of TL as per company's goal.

**ELIGIBILITY:** BBA/BCOM/BCA/BA

**REMUNERATION OFFERED:** CTC INR 3.5 LPA

**WORK LOCATION:** West Bengal (Candidate should be flexible in terms of location)

**GENDER: Female**

**SELECTION PROCESS: Interview**

**JOINING: Immediate**

**PROCESS OF REGISTRATION:**

**01.** Interested students need to click on the below link or copy/paste the link on Google Chrome (or any other Web Browser) to fill all their details in the provided Google form and should submit to register successfully.

<https://forms.gle/iC87mQJRFHZoWFXP7>

**02.** Students registered with the T&P Department for placements are only eligible.

**03.** Please note that it is mandatory to submit the above form to nominate successfully.

**04.** The form can be submitted only once, thus please be cautious while filling up the form.

**05.** The Resume File name must be the student's own name.

**06. Registration Deadline is 3:00pm, 3<sup>rd</sup> June 2022.**

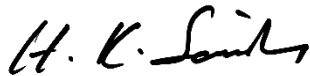
**07.** One student can Register only once, thus be cautious while registering.

**08.** Please Note: The Registration process will automatically turn off after the provided deadline.

**09.** You are advised to read & understand the disclaimer below before applying for this opportunity.

**10.** For queries you may What Sapp @ 7279900530 (Ms. Zeba - Sr. Executive Training and Placement Department)

Sd/-



**HEAD – TRAINING & PLACEMENTS**

**Disclaimer:** The above Notice is based on the information as shared by the employer. The employer reserves the right to change or modify the afore-mentioned job details without any prior information. The Training & Placement Department and the University will not be responsible for any deviation. Nominating or applying for the vacancy/job profile indicates your agreement to all the Terms & Conditions/Training & Placement Department Placement Policy, in these terms, as modified from time to time. Therefore students are strictly advised to read clearly & understand the Placement Policy (Procedural & Behavioral both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.