



Team PriyoShop is Hiring!

 **Company Name:** PriyoShop.

 **Job Location:** Pirojpur

 **Position:** "Hub in Charge"

 **Department:** Operations & Distribution

Job Summary:

As the Hub In charge, you will be responsible for overseeing the operations and management of our hub facility. Your primary objective will be to ensure the smooth functioning of all activities within the hub, including logistics, inventory management, team supervision, and compliance with safety regulations.

Job Responsibilities:

- Oversee and manage day-to-day operations of the distribution hub to ensure efficiency and effectiveness.
- Coordinate with suppliers, manufacturers, and internal teams to ensure timely receipt and dispatch.
- Supervise and train hub staff, including drivers, warehouse personnel, and administrative staff, to ensure optimal performance.
- Monitor inventory levels and ensure adequate stock availability to fulfill orders and meet customer demands.
- Manage logistics and transportation activities, including route planning, vehicle maintenance, and fuel management.
- Handle cash transactions, reconcile accounts, and maintain accurate records of all financial transactions.
- Implement measures to minimize damage, theft and losses within the distribution hub.
- Ensure compliance with health, safety, and security regulations within the distribution hub premises.
- Analyze market credit data and devise strategies to recover outstanding payments from customers.
- Collaborate with sales and marketing teams to identify market trends, customer preferences, and potential growth opportunities.
- Prepare regular reports on key performance indicators (KPIs), operational metrics, and financial performance of the distribution hub.

● Address any issues or concerns raised by customers, suppliers, or internal stakeholders in a timely and professional manner.

Qualifications:


- Bachelor's degree (or equivalent experience).
- Proven experience in warehouse management, logistics, or a similar role, with at least 1 year of experience.
- Strong leadership and managerial skills, with the ability to effectively lead and motivate a team.
- Proficiency in Microsoft Office and inventory management software.

 **Employment Type:** Full-time

 **Workplace:** Work from Office

 **Salary:** Negotiable.

 **Compensation & Other Benefits:** Yearly 2 Festival Bonus & Yearly salary reviews.

 Interested candidates are requested to email their resume to **career@priyoshop.com** with the subject line Must Be: **(Hub in Charge –Pirojpur)**