

Pathao Courier

Position- Executive/Senior Executive, Transport Operations

Employment Type: Permanent Location: Rupganj, Narayanganj

The incumbent will have the responsibility to:

- Manage transport and maintenance vendors to ensure service quality and cost efficiency.
- Prepare and submit accurate monthly vendor and fuel bills within timelines.
- Collect, analyze, and compare vendor quotations for cost-effective procurement decisions
- Monitor vendor performance and recommend service improvement initiatives.
- Conduct routine vehicle checks and ensure on-time transport performance.
- Supervise drivers and Van Duty Agents to ensure discipline, safety, and service quality.
- Plan and optimize regular route schedules to support operational requirements.
- Ensure timely and scheduled preventive and corrective vehicle maintenance.
- Maintain all transport-related registers, BRTA documents, and compliance records.
- Onboard new vendors as required, ensuring compliance with company standards.
- Arrange hired or rented vehicles based on operational demand.
- Track fuel bills, maintenance expenses, and inventory related to fleet operations.

The incumbent should bring along the following:

- Minimum 1 - 2 years of experience in vendor management & transport operations
- Bachelor/Master degree in any discipline (Mechanical engineering or related field will get preference)
- Strong knowledge of Excel and data analysis tools
- Procurement experience and understanding of the procurement process
- Expertise in reporting and creating detailed reports
- Knowledge of vehicle management, inventory management, and fuel management
- Strong understanding of road cost analysis

Here's What You'll Enjoy at Pathao!

- Industry-competitive salary package
- Two annual festival bonuses
- Leave encashment
- Comprehensive insurance coverage
- Gratuity benefit
- Meal Allowance
- Phone allowance
- Exclusive employee discounts on Pathao services
- A dynamic & collaborative workspace

If you are interested to know more about the mentioned positions, please do check out the detailed **Job Descriptions** in the **Application Form** and kindly **Apply**

- https://lnkd.in/g_KaFkHE

We will be accepting applications till **January 19, 2026**