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Employer Ref. D-073 JobsDB Ref. JHK100003000982204



### The Hong Kong Delivery Co Ltd

The Hong Kong Delivery Company Ltd (HKDC) has been established in Asia for over 15 years. Opened as the regional Head Quarters for the Royale Group. of companies, the Hong Kong office has grown to employ over 300 staff. The HKDC/Royale network now has offices worldwide and is one of the largest Independent courier companies in Asia.

Our primary focus is on our retail courier business however we are also a major player in the Remail industry and Financial Research distribution business. We are currently seeking a high caliber to join us; this is an excellent opportunity to be involved in a fast moving industry.

### Assistant Dispatch Manager

#### **Job Responsibilities:**

- Responsible for managing the strategic relationship between the Call Centre, Customer Service, Sales, Logistics department, Time-Critical department, China team, HKPU team, W&A team, Int'l OPS & the Courier team for ensure the delivery & collection of the inbound & outbound shipment with a high standard level
- Manage the courier " check -in " & company vehicle
- Planning , directing & coordinating the dispatch supervisor & dispatch team for assign collection & delivery order
- Coordinate with the Dispatch Manager(DM) & the dispatch team to ensure daily PP compliance
- Prepare data & paper work for reporting, monitoring & supporting the DM project assigned by GM
- Assume the role of DM to cover absence
- Support the W&A Operation Manager & Int'l OPS Manager if required
- Evaluating employee performance within specific team

#### **Requirements:**

- Good communication skills
- 1&2 driving license will be advantage
- A good sense of direction for the streets of Hong Kong and good map-reading skills
- Able to work independently under pressure
- Basic computer knowledge
- Strong analytical, problem solving
- Fair in written & spoken English

#### **Working Hours:**

- Shift Rota and 6 days work
- Need to work on Saturday, Sunday & public holiday

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Interested applicants please write your detailed resume stating your current and expected salary to email: [jobs@royaleasia.com](mailto:jobs@royaleasia.com)

All information collected will be used for recruitment purposes only.

Career Level	Middle
Yr(s) of Exp	4 years
Qualification	(N/A)
Industry	Freight Forwarding/Delivery/Shipping
Job Function	Transportation & Logistics > Others Transportation & Logistics > Freight Forwarding Transportation & Logistics > Inventory / Warehousing
Location	Tsuen Wan Area
Salary	Negotiable
Employment Type	Full Time, Permanent

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