

 **Job Title:** Operations Associate – Drivers Monitoring and Management
 **Location:** Kanpur

**Job Summary:** We are seeking a proactive and detail-oriented **Operations Associate** to oversee drivers' monitoring and management. This role involves ensuring drivers’ adherence to schedules, managing their performance, and resolving operational issues to maintain seamless services. The ideal candidate will have strong organizational skills, analytical abilities, and experience in managing operations.

**Key Responsibilities:**

1. **Driver Monitoring:**
	* Track and monitor drivers’ daily activities, ensuring timely pickups, deliveries, and route adherence.
	* Use tracking tools to identify and address operational inefficiencies.
2. **Driver Management:**
	* Handle driver scheduling, allocation, and performance reviews.
	* Provide regular feedback and training to improve service quality and efficiency.
3. **Issue Resolution:**
	* Act as the first point of contact for driver-related concerns or emergencies.
	* Collaborate with internal teams to resolve operational challenges promptly.
4. **Compliance and Documentation:**
	* Ensure all drivers comply with company policies, safety protocols, and regulatory requirements.
	* Maintain accurate records of driver activities, incidents, and performance metrics.
5. **Reporting and Analysis:**
	* Generate periodic reports to assess driver performance and operational efficiency.
	* Identify trends and propose actionable improvements.

**Requirements:**

* Currently pursuing or recently completed a degree in Business Administration, Operations, or a related field.
* Prior experience in driver management, logistics, or operations (preferred).
* Excellent communication and problem-solving skills.
* Proficiency in MS Office and familiarity with tracking and management tools.
* Strong organizational and multitasking abilities.
* Ability to work effectively under pressure and in a fast-paced environment.

**Why Join Us?**

* Opportunity to work in a challenging and rewarding role within a growing company.
* Competitive compensation package and career growth opportunities.
* Collaborative and supportive work environment.