

VACANCY**Position: COURIER****Closing date for receiving application: Tuesday 18th May 2021 end of the day.****Addresses to send applications : fred.gashumba@dhl.com****Application Format : CV and motivation letter****Job profile****Location: Rwanda Country Office****Report to: Operations Manager****RCS GRADE: O****Overall Responsibility**

Sort, deliver and pick up shipments for a specific courier route, in the most efficient and cost-productive manner, whilst providing a professional inter-face and image to customers and the general public.

Accountabilities

- Ensuring that shipments are picked up when dispatched and delivered within the same cycle of WC scanning.
- Ensure that all records of each shipment are sufficient to affect delivery at destination.
- Ensure that a legible signature is obtained on collection and delivery, on the AWB and delivery sheet.
- Ensure that the shipment packaging meet network requirements so as to reduce damages en route.
- Ensure that the courier's kit has tariff sheets; de-brief sheets, pick-up sheets and other necessary material.
- Ensure that checkpoint return timeless is done within 15 minutes of shipments scanning.
- Ensure that correct checkpoint remarks are used using the available network guide.
- Fully complete the vehicle check list, reporting accidents etc
- Exception checkpoint scanning daily with appropriate remarks
- Ensure that all AWB are completed to meet FSDC compliance levels
- Ensure that TDDs are delivered as per service network standard
- Ensure Full shipment Inspection
- Good equipment handling (Vehicles, Scanners, scales, tapes etc)
- Team spirit & Team Work

RWANDA



- Punctuality (Arrival at work, Route departure and Return)
- Miscoded, Postcode & Destination codes
- Adhering to GSOP procedures
- Total collection of Pickups dispatched cycle
- Provision of sales leads
- Preventability (Correct DHL regalia i.e. safety shoes, tags, uniform)

The incumbent's performance will be measured against timeous pickup & deliveries, route and data transmission.

Candidate profile

- Minimum of Bachelor's Degree.
- Driver's License both categories A and B.
- Presentable with a good command of the English Language, both written and verbal.
- Good time management skills
- Ability to work under pressure

Questions / clarifications

Should you need clarification or have any questions regarding this process, please do not hesitate to contact Fred Gashumba (fred.gashumba@dhl.com).