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**Job Description**

DISPATCH RIDERS

(4 vacancies available)

1. **OVERVIEW**

We are looking for a reliable Dispatch Riders to act as a communication point between the Company and customers. You will receive requests, transmit messages and locate customers.

The ideal candidate must be primarily an excellent with the ways around the city and also within the state. You must be able to execute the task provided as well as take the appropriate action with little supervision.

The goal is to reach the respective customers, completing the tasks provided within the day in by ensuring the accurate and timely appointments are done.

1. **RESPONSIBILITIES**

* Receive tasks and notifications of application information from Head Of Logistics.
* Dispatch orders for loan application signing and documents photo taking.
* Proceeding to handle the tasks provided by the Head Of Logistics.
* Use app on smart phone or computer to access designated jobs, tasks and location assignment.
* Taking the biometric fingerprint verification of customers by using Biometric Scanner.
* Taking pictures of relevant documents, mobile phone book of customers showing phone numbers of relatives or favourite numbers and other information of customers.
* Report to Head Of Logistics if there are any discrepancies on the application or the customer.
* Enter required data in mobile app, maintain logs and pictures taken, activities and other information.

1. **QUALIFICATIONS & REQUIREMENTS.**

* Proven experience as dispatch rider or relevant position
* Tech-savvy with knowledge of relevant methods in using Smartphones and Apps
* Must be a responsible person and adhere to procedures and guidelines
* Proficient in English / Bahasa Malaysia and Mandarin / Cantonese is a plus
* Outstanding organizational and multitasking abilities
* Active listener with excellent communication skills
* Sound judgement and critical thinking
* Completion of the studies in SPM is required