

Branch Coordinator

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Company: BusinessGhana

Location: Asokwa

Category: other-general

Degree in Logistics and Supply Chain Management 3 years experience in the field of Sales Preferably Male and must be a resident in Tema Experience as a Manager in a courier firm will be an added advantage Good Leadership Skills Applicant with experience in the logistics field only

Ensure the smooth running of the branch

Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments

Ensure the smooth execution of assignments; pick ups and deliveries

Coordinate with appropriate department to address clients' problems and provide the necessary solutions.

Ensure that packages from other regions are well received in time and dispatched to respective delivery destinations

Prospecting and acquiring new accounts within the territory

Build and maintain relationships with customers

Keep an updated database on all clients' contact persons to allow for effective communication across board

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