



**Job Description of "Operations Associate"**

Company Name : Rivigo Services Pvt. Ltd.

Official website : <http://rivigo.com/>

No. of Vacancies : 70

Work Location : Mumbai(All Branches)

CTC : Rs. 1.82 Lpa + HRA (post completion of Training)

Designation : Operations associate

Roles & Responsibilities :

1. Managing in-out and within warehouse movement of material using our technology
2. Planning and executing pickups & deliveries
3. Taking care of Client coordination & relationship
2. Documentation (road permits/consignment invoices etc) quality checks
3. Continual efforts to make Rivigo a 'Zero DEPS' company by reporting and resolving DP (Damage/Pilferage) accurately and on time
4. On-time dispatch and arrival of vehicles
5. Preparing and completing Consignment Notes with 100% accuracy

Note : Candidate can be placed in any shift (Day/Night)

**Rivigo Services Private Limited**

(Formerly known as Trucksfirst Services Pvt. Ltd.)

**Registered Office :**

Plot No.90, Sector-44, Gurgaon- 122002

Land Mark : Near Huda City Centre Metro Station

Corporate Ddentity Number : U74999HR2014PTC053030

Email: [info@rivigo.com](mailto:info@rivigo.com)

[www.rivigo.com](http://www.rivigo.com)