Officer, Transport (Aarong Dairy)

Location: Aarong Dairy Factory, Gazipur Sadar, Gazipur

Date Posted: November 22, 2026

Last Date of Application: December 5, 2026

Career Purpose

This position will be responsible for to ensure the operation of milk tanker, delivery van (covered van) & pool car.

Job Description / Responsibility

- Direct activities related to vehicle deployment, dispatching, routing, and tracking of transportation vehicles, such as milk tankers, covered vans, private cars (pool cars), and hired vehicles.
- Ensure milk collection from chilling centers and finished goods delivery by coordinating with the milk collection team and sales team.
- Operate vehicle operations shifts, prepare and monitor vehicle schedules, and fulfill emergency transportation needs as and when required.
- Communicate with drivers during trips to address route-related problems concerning delivery, milk collection, and staff pool services.
- Take appropriate initiatives in case of road accidents and handle related legal matters in consultation with the HOD and higher authorities.
- Detect vehicle faults, follow up on maintenance work, and calculate vehicle-wise and driver-wise maintenance costs.
- Record trips in ERP and Excel, analyze trip data, and prepare and verify all types of transportation bills, including trip bills, route costs, driver/helper allowances, and hired vehicle

bills.

- Assist in fixing vehicle KPL as per organizational standards. Ensure proper logbook entries and completion of other necessary registers.
- Ensure that all requisite transportation documents are updated in accordance with government regulations. Maintain liaison with government entities such as BRTA and other relevant agencies.
- Manage traffic police matters, day-to-day police-related issues, and any type of police case, if required.
- Arrange and facilitate driver training on safe driving and other topics required by the organization.
- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so
- Perform any other jobs as assigned by the management

Job Nature

Full-time

Educational Requirements

- The candidate must have Graduate in any discipline with minimum CGPA 2.50 or 2nd class/

division or equivalent result in all academic examinations (B.Sc in mechanical/electro-mechanic will be given preference.)

Job Experience

Minimum 3 year (s)

Job Requirements

- Education and experiences may be relaxed in case of potential candidates
- Knowledge on Automotive Engine, BRTA Rules & Traffic Rules and regulations, GPS Tracker & ERP System
- Must have using capabilities of MS Office
- This post requires good analytical, problem-solving, numerical, time management and Inventory control of all vehicles skills
- Able to work with maintain a strong ethics; manage confidential data
- Able to work under stress situation
- Ability to think strategically and carry out assigned tasks independently

Salary Range

Negotiable

Other Benefits

Festival Bonus, Health and Life Insurance, Leave, Day Care Facility, Contributory Provident Fund and Gratuity

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