

WORK VAPOR

Job Link: <https://workvapor.in/jobs/logistics-dispatch-and-scheduling-executive-369457/>

HIRING ORGANIZATION

Handy sQuad Facility Management Pvt. Ltd

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

DATE POSTED

? August 16, 2026

LOGISTICS DISPATCH AND SCHEDULING EXECUTIVE

BASE SALARY

INR 20000 - INR 30000

DESCRIPTION

Operation Support Executive

Handy sQuad Facility Management Pvt. Ltd is hiring for an Operation Support Executive. The work is based in Thiruvananthapuram. This is a hybrid remote setup. The salary is ?20,000 to ?30,000 per month. Experience in operations coordination will be useful.

Contact Number: +91 8714664175, +91 9995666178

Email: hr@handysquad.in

About the Work

This role is about daily coordination. You will manage service scheduling and technician allocation. You will also handle route planning and customer confirmations. The work needs quick thinking and clear coordination.

What You Will Do

- Plan daily service schedules
- Allocate technicians properly
- Manage route planning
- Confirm customer appointments
- Handle rescheduling requests
- Track service completion
- Manage escalations
- Support daily operations flow

What They Need

- 3 to 6 years of experience preferred
- Experience with 20+ field staff is a big advantage
- Strong planning and scheduling skills
- Good resource allocation ability
- Strong route optimization sense
- Good multi-tasking ability
- Strong escalation handling
- Good Excel and Google Sheets skills
- Fast decision-making ability

Ideal Background

- BPO Team Leader
- Workforce Management Executive
- Dispatch Coordinator
- Logistics Coordinator
- Fleet Coordinator
- Service Coordinator
- Operations Executive

Key KPIs

- Technician Utilization
- Slot Fill Rate
- On-Time Arrival %
- Rescheduling %
- Daily Capacity Utilization
- Lost Revenue Due to Scheduling Errors

How to Apply

Call or WhatsApp the numbers above. You can also email your details to hr@handysquad.in.

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