

PickMe is the most successful local Tech Startup to date, funded by a consortium of local investors and IFC (a sister company of World Bank). As the front runner in the country's digital revolution, PickMe is shaping the future of mobility in Sri Lanka. Our technology is 100% homegrown, built by local engineering talent using world-class technology.

Driver Operations Executive

Key Responsibilities:

- Call drivers for online duty and direct them to high-demand areas as needed throughout the day to maintain adequate supply
- Report hourly basis hire counts & keep records on the same for analytical works
- Handling food operation tasks;
 - Adding/ Removing radius controls as per the food team's requests
 - Assigning riders/ drivers for food orders
 - Order railing/ Order canceling
- Manage driver profile status as per emergency protocols under the guidance of their immediate supervisors
- Arrange drivers for corporate vehicle needs and special events
- Write engaging content for driver communications in collaboration with the marketing team
- Sending driver communications using different communication channels and maintaining records of the same
- Obtain operational data from the internal data sources / BI Team & analyze same, present to management for decision making
- Focus on all job-related works to achieve departmental KPI's

Qualifications:

- Passed G.C.E. A/L & Diploma or Degree in a relevant field such as Communications, Journalism, or Marketing
- Previous experience in the customer service industry, journalism, or relevant field.
- Proven experience as a content writer or copywriter is an added advantage
- Proficient in MS Office and Google Spreadsheets/ Forms
- Creative and strategic thinking and strong problem-solving abilities
- Excellent teamwork skills
- Exceptional written communication and Translation skills. (Sinhala is a must/ Tamil is an added advantage)
- Impeccable use of grammar, punctuation, and spelling
- Positive attitude and a willingness to learn
- Graphic design skills are a plus

✉ careers@pickme.lk

☎ 0760106099

📍 No 309, Highlevel Road, Colombo 6

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