

About Us

Spotoncars is a privileged chauffeur company based in London offering professional and reliable services to all our customers for over a decade. For more information, please visit our website at <https://www.spotoncars.com/>

We are urgently looking for a self-driven and ambitious employee to collaborate with our team remotely.

WORK FROM HOME

Off-Shore - Operations Associate

Responsibilities

- Timely and accurate handling of transport bookings, scheduling and coordinating with drivers.
- Monitor airport pickups for any delays to the incoming flight and adjusting the booked time accordingly.
- Prompt engagement in a consistently polite and professional manner with our clients.
- Check drivers to ensure that they reach on time for all assigned duties.
- Coordinating with the teammates regarding the tasks assigned.
- Basic Accounting task.
- Managing Social Media.

Job Requirement

- One year experience in a similar field would be added advantage.
- Freshers are welcomed
- **Excellence in English (Both writing and verbal) is a must** while a working knowledge of PC's
- **Multitasking ability.**
- **Willing to work full time and should be flexible in changing shifts.**
- Age limit 18 - 30 years - **female candidates only**
- Minimum educational qualification - Undergraduate
- **Should have a PC or Laptop with stable connection.**
- Willing to work extra hours when needed.

Rotational Shift (Including **weekends**) - 5 Days a week work
Working Hours would be **10 hours a day**

If you meet the required criteria and wish to apply, please email your resume to hr.spotoncars@gmail.com

Ensure to **indicate the POSTION applied in the subject line** and the **SALARY EXPECTATION in the email body.**