

Job Title: Admin Executive

Location: Thane

Company: Dinesh Roadlines

Industry: Logistics & Transportation

Job Summary:

We are looking for a proactive and organized Admin Executive to join our team in Thane. The ideal candidate will play a key role in ensuring smooth backend operations, handling client communications, and supporting the logistics team in tracking and managing shipments.

Key Responsibilities:

- Prepare and maintain daily/weekly/monthly MIS reports related to operations and bookings.
- Coordinate and manage client visits, addressing queries and handling escalations efficiently.
- Track shipments from first mile to last mile (FTL & PTL) and ensure timely updates.
- Perform regular follow-ups on bookings with internal and external stakeholders.
- Handle email and telephonic communication with existing clients, maintaining strong relationships.
- Assist in onboarding new clients and ensuring their initial service experience is smooth.
- Maintain organized records, documentation, and support administrative functions as required.

Requirements:

- Graduate with 1–3 years of experience in administration or logistics coordination preferred.
- Good knowledge of logistics processes (FTL/PTL will be an advantage).
- Strong verbal and written communication skills.
- Proficient in MS Office (especially Excel for MIS reporting).
- Ability to multitask, prioritize, and work in a fast-paced environment