

Job: Fulfillment Officer



Location: Islamabad (DHA,
Bahria Town and Adjacent
Areas)

At Gher Tak, we live by our Core Values: Easy, Reliable, and Ownership, in everything we do. We are on a mission to make household shopping effortless, enjoyable, and dependable for every customer through technology and human touch. As a Fulfillment Officer, you will be the face of our experience, ensuring every delivery is executed with precision and care.

Key Responsibilities

- Accurately pick up and fulfill customer orders from designated retailers to consumers.
- Ensure timely, safe, and reliable delivery according to GT's fulfillment standards.
- Maintain professional appearance in GT outlook and brand representation.
- Provide a courteous and professional customer experience at every interaction.
- Report issues, delays, or concerns immediately to the Fulfillment Manager.
- Use assigned digital tools (tablet, app) to update delivery status in real time.
- Uphold food safety and product handling standards to preserve quality.

Key Competencies / Traits

- ❖ Strong sense of ownership and reliability.
- ❖ Customer-first attitude and courteous behavior.
- ❖ Time management and route discipline.
- ❖ Problem-solving mindset in case of delivery challenges.
- ❖ Familiarity with smartphone apps and navigation tools.

Required Qualifications

- ☞ Minimum intermediate/graduate degree preferred.
- ☞ Valid driver's license for a motorbike.
- ☞ Prior delivery or customer-facing experience is an advantage.
- ☞ Knowledge of local routes and areas.

Gher Tak is a digital platform designed to transform everyday household shopping. Our platform connects households with trusted local retailers, bringing groceries and daily essentials directly to their doorstep. We are building a culture of empathy, professionalism, and operational excellence to create a new benchmark in last-mile experience delivery.

Please email your updated CV to careers@ghertak.com to join our team in Islamabad.