

Pathao is looking for a proactive and driven **Executive/Senior Executive** for the **Food** team to support our content operations and restaurant activation initiatives. In this role, you'll be responsible for maintaining accurate menu content, assisting in restaurant onboarding, and supporting campaign planning to ensure smooth execution.

The incumbent will have the responsibility to:

- Ensure accurate and timely menu transcription, including item names, descriptions, pricing, add-ons, and proper categorization
- Maintain content quality by regularly checking menu accuracy, updates, and consistency across platforms
- Support campaign planning and activation, ensuring proper execution and coordination with internal stakeholders
- Assist in restaurant onboarding, including collecting required information, setting up restaurant profiles, and ensuring smooth operational activation
- Ensure adherence to content guidelines, SOPs, and platform standards

The incumbent should bring along:

- Minimum 1 year of relevant experience in content operations, e-commerce, or a similar role. Freshers are also encouraged to apply
- Strong analytical and decision-making ability with attention to detail
- Good command over Excel / Google Sheets and handling structured data
- Strong communication skills and a collaborative mindset

Here's What You'll Enjoy at Pathao!

- A dynamic & collaborative workspace
- Competitive salary package
- Two annual festival bonuses
- Leave encashment
- Comprehensive insurance coverage
- Gratuity
- Meal Allowance
- Phone Allowance
- Periodic team dinner
- Exclusive employee discounts on Pathao services

If you are ready to Learn, Acquire, and Scale, and are eager to **Challenge, Create, and Change** while contributing to Pathao's growth, we encourage you to apply through the **Application Form**: <https://forms.gle/BptFxtLD7MeY1jP6>

To know more about our dynamic culture and explore more opportunities, please visit our **Career Website**: <https://careers.pathao.com/>

We will be accepting applications till **January 31, 2026**

A hiring poster for Pathao. The top half has a red background with the Pathao logo in the top right. The text 'WE'RE HIRING!' is in large white letters, with a megaphone icon next to 'WE'RE'. Below this, it says 'Position: Executive/Senior Executive, Food'. The bottom half has a light blue background with an illustration of four people in an office setting: one person standing and talking to another seated at a desk, and two others standing nearby. A clock and a bulletin board are also part of the illustration.

pathao

WE'RE HIRING!

Position:
Executive/Senior Executive, Food

Join Us
We're **Here With You**