

Title: Executive/Sr Executive – Import/Export
Vacancy – 2 Nos.
Experience Required – 2-5 Years
Male Candidates are preferred
Remuneration – 25,000 to 30,000 INR Per Month
Location – Spaze I-tech Park, Sohna Road, Gurgaon Sector 49
General Shift – 9.00 AM to 6.PM (Monday – Friday)
Reporting to Manager - Operation

Job Description

1. Coordination with Customer for their Import/Export Shipment.
2. Performing import activities, like Overseas agent nomination, pick up of cargo, Checking Import Shipping documents & Final delivery to Customer.
3. Monitoring movement of shipment & inform & raise alarm to related parties for any delay or change.
4. Maintaining daily DSR Report & share with customer.
5. Coordination with CHA for filing Import Documentation with Customs.
6. E-way Bill Generation & Coordination.
7. Accurate and timely co-ordination with shipper, buyer, overseas offices, internal teams, shipping line, handling agent, supervision agency and other parties involved in shipment.
8. Enter & maintain all related records in ERP.

Desired Candidate Profile:

1. Aware of shipping line, Airlines, customs formalities & logistical procedure for Import Shipments.
2. Knowledge of MS Office – Should be Proficient on MS Email & Excel.
3. Able to communicate in English via Email & Telephone.

Please share your resume at: Anita@pmspl.net.in