

11<sup>th</sup> March 2025.

### **Notice for Placement**

Company Name:- **AGFA HEALTHCARE INDIA PVT LTD (An MNC)**

Position:- **Logistics Executive**

Company Website:- [www.agfa.com](http://www.agfa.com)

Work Location:- **301, Quantum, Hiranandani Estate, Off Ghodbunder road, Thane (West), India-400607**

Company Background / About Company: **An MNC dealing in Medical Equipment's and consumables**

#### **Job Profile / Responsibilities:**

##### **Areas of responsibility & accountability:**

##### **Logistics:**

- Processing vendor invoices – CHA, Warehousing & Freight Forwarding (Transporters)
- Processing bills for local purchases, external services & parts replacements
- Daily compilation of open shipments/tracking & submitting MIS report to the regional team
- Co-ordinating with transporters for Reverse Pickup of spare parts, demo return & buyback
- Tracking GR-IR (goods receipt & invoice receipt in ERP (SAP)
- Reconciliation of invoices submitted by vendors and submitting monthly analysis
- Working on provisions quarterly basis and submitting data to the Manager
- Open to visiting regional warehouses as and when required
- Master Data Updating - Spare Part HSN & Control Code

##### **EXIM :**

- Follow up on Import documents received from the supplier (Head Office)
- Tracking of Import shipments, steamer agent, and CHA for import of material
- Checking & preparation of Import documentation for Customs clearance

- Co-ordination with CHA for customs clearance & warehouse for delivery of shipments
- Preparation of documents required for Re-export shipments
- Digitization of Documents / Record management
- Bond/BG Balance Follow-Up With CHA
- Insurance Certificate for DR & Re-Export

**Key Skills:**

- ERP experience will be an added advantage
- Pro-active
- High level of communication skills using all methods email, phone etc
- Good team player
- Work under pressure without mistakes
- Good Knowledge in Excel – Preferred

**Required Qualification:** Diploma / Certificate program in Export Import Management

**Experience:** 2-3 years

**Other / Special Requirements:**

**Remuneration:** between INR 20 – 30 k

**Interested Candidates can send their resume on below mention email id at the earliest:-**

Contact Person: - Sudhir Belose

Email id: - [sudhir.belose@agfa.com](mailto:sudhir.belose@agfa.com)

Contact no: - +91 9930192331

**Corporate Office:** as above