



## Notice for Placement

Company Name:- **MACFOS LTD**

Position:- **Back End Logistics Executive** (Import Export)

Company Website:- **ROBU.IN**

Work Location:- DIGHI PUNE 411015

Company Background / About Company: ELECTRONIC ECOMMERCE

- Job Profile / Responsibilities: Supporting Purchase and logistical operations.
- Communicating with the Purchase, logistics & Vendors.
- Coordinating and Monitoring of Shipments.
- Preparing, Submitting & Maintaining the Shipping Documentation
- Tracking of Shipments
- Communicating with the forwarder & Courier Companies
- Preparing & presenting the logistics report.
- Any other responsibilities that his job may require time to

**Key Skills** : COMMUNICATION SKILL, MS EXCEL

### **Job Summary:**

We are building a High-Performance Team here at ROBU.IN & have vacancy for a Logistics Executive (Back-End) Import export to join our enthusiastic and highly motivated team. Please note this is an entry-level position & suitable for graduates of any Bachelor's Degree or having minimum 0 to 1 years of Experience in International logistics or maintaining documentation.

We are looking for a qualified International Logistics Executive (Back-End) to join our team. You will provide support to Purchase & Logistics Team and responsible to support for all the Supply Chain & logistics Procedures.

**Number of Positions** : 01 only.

### **Desirable Skills:**

- Good Written Communication Skills.
- Good Documents maintaining Skills.
- Should be good at Excel.
- Ability to work as a part of team Collaborate with others.
- Good Convincing Skill.

**Job Responsibilities:**

- Supporting Purchase and logistical operations.
- Communicating with the Purchase, logistics & Vendors.
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- Preparing & presenting the logistics report.
- Any other responsibilities that his job may require time to time.

**Job Benefits:**

- Five Days Working.
- Two Weekly Off's (Sat-Sun Fixed Off's).
- Flexible Working Hours.
- Health Insurance.
- Freedom to choose your carrier path.

**Required Qualification:** Any Bachelor Degree (B. Com/B. A/BBA/ BCA /BBM) in Arts, Commerce, Accounts, Science etc.

**Experience:** 0 to 1 Year Experience in logistics or maintaining documentation

Other / Special Requirements: NIL

**Remuneration :** In hand: 15,000/- to 20,000/- per month + P.F + ESIC & Health Insurance

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

Contact Person: - AMIR

Email id: - [amir@robu.in](mailto:amir@robu.in)

Contact no: -7798000307