

Notice for Placement

Job opportunity for **Export Import Management**

Company Name:- **Citizen Scales India Pvt Ltd.**

Position:- **Export Coordinator**

Company Website:- **www.citizenscales.com**

Work Location:- Andheri (Mumbai)

About Company: Founded in 1985, Citizen Scales (I) Pvt. Ltd as one of the leading manufacturers and exporters of Weighing balances and Equipments. Company employs nearly 190 professionals. Citizen also have product certifications like NTEP, OIML, EC type approval and CE ensure quality of our product and production process are according to international standards.

Job Profile / Responsibilities:

Making all the pre-shipment and post- shipment documents.

Logistics coordination and follow up.

Follow up and support with Freight Forwarder.

Follow up and coordination for Dispatch and Packing the material.

Coordination and follow up with accounts Department for billing for N-form, Logistics vendor payments etc.

Coordination with R&D and Service department for overseas customer queries and complains.

Maintain database of all the pre and post shipment documents and enquiries and follow ups.

Maintaining business file sheet and updating the same weekly and monthly.

Handling B2B websites

Handling enquires and making quotations for the same.

Key Skills: Good in communication & presentable

Required Qualification: Any graduate/ Dip in Export Import or MBA

Experience: 0 to 2 years

Other / Special Requirements: Good in excel, word, MS office etc.

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

Contact Person:- **Rajani Sheregar** Email id:- **hr@citizenscales.com**

Contact no:- 022 4243 7700 / 30 **Corporate Office:** Andheri **Please scroll down for next**

Notice for Placement

Job opportunity for Marketing Management

Company Name:- **Citizen Scales India Pvt Ltd.**

Position:- **Marketing – International Business Development**

Company Website:- **www.citizenscales.com**

Work Location:- **Andheri (Mumbai)**

About Company: Founded in 1985, Citizen Scales (I) Pvt. Ltd as one of the leading manufacturers and exporters of Weighing balances and Equipments. Company employs nearly 190 professionals. Citizen also have product certifications like NTEP, OIML, EC type approval and CE ensure quality of our product and production process are according to international standards.

Job Profile / Responsibilities: MARKETING

- * Generate distributor enquiry in designated countries by creating awareness for company's products through INTERNET, MAILER, ADVERTISE and PROMOTIONS for each country.
- * Explore all possible opportunities for promotion in these countries.
- * Gather Market intelligence including potential distributor, competitor business and possible potential business for each given country and report it to management.
- * Search for the potential international show in the designated region through various mediums & report it to the management.
- * If required, visit these countries for meeting existing distributor or for finding new and appropriate distributor & generate business.
- * Motivate the distributor for achieving higher sales by increasing their presence and helping him to sell more in their region. Also motivate them to participate important show in their region which in turn would increase our presence.
- * Evaluate daily customer inquiry coming through various portals and convert it in to business
- * Play active role in updation & up-gradation of the website & other Internet promotion platforms
- * Strive to achieve the periodically given sales target.

Key Skills: Good in communication & presentable

Required Qualification: Any graduate/ Dip in Marketing Management or MBA

Experience: 0 to 2 years

Special Requirements: Good in excel, word, MS office etc.

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

Contact Person: - **Rajani Sheregar**

Email id: - **hr@citizenscales.com**

Contact no: - 022 4243 7700 / 30

Corporate Office: Andheri