

24 May 2025

## Notice for Placement

Company Name:- **ETG**

Position:- **Contracts & EXIM specialist**

Company Website:- <https://www.etgworld.com/>

Work Location:- Navi Mumbai - Vashi

Company Background / About Company:

Job Profile / Responsibilities: To manage and oversee the commercial and supply chain processes for executing our international trade operations. The role involves ensuring accurate and compliant documentation for seamless cross-border transactions and adherence to global trade regulations. The ideal candidate should have a strong background in Export Import (EXIM) documentation, customs procedures, DGFT, Exim compliances, bonds, and international shipping practices.

### Job Summary

- Prepare, review, and verify export and import documents, including invoices, packing lists, certificates of origin, bills of lading, high sea sales and high sea purchase contracts and customs declarations
- Manage Import documentation like BL, LC, Contract agreement, DI, Certificate of Origin, shipment period, food certifications, invoice verification, Incoterms (CIF, CNF, CFR, FOB), discharge terms of vessel and demurrage
- Manage Export documentation like purchase documentation, quality certification, export incentives, planning shipping for multiple ports and planning shipping lines
- Finance processing – Coordination with internal finance and treasury function for banking and payment purpose
- Ensure all documentation is accurate, complete, and compliant with international trade regulations and company policies on real time basis

- Ensure adherence to export controls, embargoes, sanctions, and other regulatory restrictions
- Collaborate with customs brokers, freight forwarders, and logistics teams to facilitate efficient customs clearance and cargo movement
- Assist in arranging transportation, tracking shipments, and addressing any logistical issues
- Maintain organized records of all Export Import (EXIM) documentation, contracts, licenses, and correspondences for auditing and reference purposes
- Identify and resolve documentation-related issues, discrepancies, and challenges that may arise during the EXIM process and meet documentation requirements
- Prepare EXIM MIS on daily basis as per prescribed format
- Monitoring EXIM incentives & MIS on daily routine basis
- Record of EXIM documents and reply Custom/Excise audit/query
- Provide updates about Government policies, circulars, notification on day-to-day basis w.r.t international trade
- Verify and process invoices of EXIM executions & MIS for commercial expenditure

### **Key Skills: Job Requirement**

- Bachelor's degree with work experience in handling logistics/EXIM documentation. Master's degree will be an advantage
- Must have minimum of 7 years of relevant experience from Import – Export intensive manufacturing / production sector in an international trade environment; good to have EXIM exposure in Food (or related perishable product) sector
- Must be exposed to high volumes (bulk vessels / container shipments) of import (and export) documentation in the business; dealt with EXIM related activities in ports on the western / eastern coast of India and with CHAs in the region
- Familiarity with EXIM related costing structures, trade agreements, tariff classifications, and trade preference programs in the context of international business / trade in India

- Exposure of working in SCM module of SAP or similar ERP
- High levels of time management skills and orientation to delivering upon priorities within deadlines
- Strong attention to detail and excellent organizational skills to manage complex documentation requirements
- Effective communication skills to collaborate with internal teams, external partners, and government agencies
- Problem-solving abilities and the capacity to address challenges in real-time

**Experience: 8 – 10 years**

**Other / Special Requirements:** Majorly imports experience and handling bulk vessels and containers

**Ports Operated from** – Kolkata, Mundra, Hazira, Kandla, Tuna, Mumbai, Nhava Sheva, Chennai, Tuticorin, Vishakapatnam, Gangavaram, Krishnapatnam

**Qualification Requirements** : Diploma / Certificate in Export Import / PGP Supply Chain Management

Remuneration: 10-11 LPA

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

Contact Person: - Asees Kaur

Email id: - [asees.kaur@etgworld.com](mailto:asees.kaur@etgworld.com) Contact no: - 9619330234

Corporate Office: Kurla