

## Notice for Placement

### **Job opportunity for Export Import Management (Only for Female)**

Company Name:- **Ellias International Pvt. Ltd.**

Position:- **International Trade Documentation and Customer Relationship**

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

Work Location:- **Mumbai**

### **Company Background:**

"World of Steel" is a global brand of Ellias International Pvt. Ltd. - an ISO 9002-2008 company. It is a company that traces its roots to 1958. We are a global marketing/sourcing and logistic company offering flat, long steel for the steel industry. We also have a well-developed supply chain for sourcing, inspection and sales to satisfy customers across the globe. For "World of Steel" each customer is unique and important and places utmost importance on customer service.

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

We are looking for an experienced Mumbai based female candidate for international documentation and in-house sales.

The candidate will be responsible for the order consummation post order confirmation.

She will ensure payment terms, liaise with banks on payments, ensure accuracy in documentation, and liaise with shipping lines and clearing and forwarding agents.

The candidate will ensure post-shipment satisfaction of customer with follow-up for new orders.

The candidate will keep the in-house databases updated.

She will work with the in-house team to research, identify leads and convert them to new orders.

### **Key Skills: -**

- Knowledge of International Trade, payment terms, shipping terms etc
- Experience in Shipping documentation and logistics with ability to study letters of credit and negotiate against letters of credit.
- Good Computer and internet research skills.
- Good Communication and written skills with ability to work online in real time with customers and service providers.
- Comfortable working in an open entrepreneurial environment

- Should be a team player

**Required Qualification:** Bachelors in any stream with diploma in export import management / international trade/documentation

**Experience:** 3 years or more in international trade documentation. Fresher holding above diploma maybe considered.

**Other / Special Requirements:** Female Candidates only. The candidate should note that we are located on the Central/Harbour Train line and close to Masjid Station near CST.

**Remuneration:** Based on competency and experience of candidate.

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

Contact Person: - Daanish Ellias

Email id: - [daanish@worldofsteel.com](mailto:daanish@worldofsteel.com)

Contact no: - +91-22-66317270/71, +91-9820031918

**Corporate Office:**

Ellias International Pvt. Ltd.

516/517, Navratan Building, 69 P D'Mello Road, Carnac Bridge, Masjid Bunder (E),  
Mumbai – 400009.