

Notice for Placement

Job opportunity for **Export Import** Management students.

Company Name:- **Godrej Consumer Products Ltd**

Position:- **Exports Documentation executive**

Company Website:- <http://www.godrejcp.com/>

Work Location:- **Vikhroli East**

Company Background / About Company:

Godrej Consumer Products is an emerging markets FMCG leader. In line with our 3X3 approach to international expansion, we are building a presence in 3 emerging markets (Asia, Africa, and Latin America) across 3 categories (home care, personal wash, hair care). Innovation is a key driver of our strategy and we are constantly looking to delight our consumers with exciting, superior quality products at affordable prices. We were the highest ranked Indian company on Forbes' list of The World's 100 Most Innovative Growth Companies 2015, for the second year in a row.

GCPL Export operations as a Business Unit (BU) exports to over 25 countries globally with a 16% CAGR . ~50% of the Export biz is from branded biz.

The export growth plans involves building brands in key markets in addition to lateral expansions into additional geographies. It involves identifying potential channel partners and working closely with them in the select markets to build GCPL footprints in these markets on one hand, and identifying new channel partners in new geographies. You will join a team of some of the best and brightest who are working together to build a company and a brand that is making a difference in the world.

Job Profile / Responsibilities: Exports Documentation role

- Preparation of Pre –shipment documentation –Invoice, packing list.
- Close co-ordination with Logistic Team / WH for 3rd party inspection documents (SGS/ Intertek)
- Monthly Billings on SAP system.
- Preparation of Post –shipment documents –Invoice / packing list / COO /Bill of lading / any other documents required e.g. ISAFITA / CNCA / SAFTA
- Continuous engagement with customer / customers' local office with post shipment documents.
- Liaise with Bank for negotiation of post-shipment documents.
- Handle entire incentives portfolio – Duty Drawback /MEIS/Special Brand Rate etc.

- Co-ordinate with Logistic team for Proof of Export documents/Preparation of POE for Government bodies
- Liaise with Govt. Bodies like DGFT for Advance License / EPCG / Export House Status holder Certificate.
- Develop month-end / QTR end / Year – end MIS for Biz Analytics & considering larger biz decision

Key Skills:

- Proficient in SAP (added advantage)
- Good communication skills
- Proficient in excel, knowledge on import-export policy
- Ability to work in a team and deliver as per timelines
- Ability to collaborate and work with cross-functional teams

Required Qualification: Graduate / Diploma in Export Import Management.

Experience: Experience in Export Import with 3 -5 years from FMCG Industry would be an added advantage.

Remuneration: Industry standards depends on the candidate profile

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

Contact Person: - Amruta Thatte

Email id: - amruta.thatte@godrejcp.com Contact no: - 022-25195329

Corporate Office: Godrej ONE, Vikhroli East