



Notice for Placement

Company Name:- International Industrial Springs

Position:- Export Executive

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

Work Location: - Plot A26, Road no 10, Wagle Industrial Estate, Thane 400604

Company Background / About Company: Largest Spring manufacturing in Wagle Estate since 54years

Job Profile / Responsibilities:

1. Prepare dispatch documents
2. Maintain all Export documents
3. Approve Certificate of Origin, Checklist and bill of lading of all export shipments
4. Maintain Ontime Outstanding Payment Report
5. Maintain GRN File
6. Filing and attachments all Export Documents in SAP
7. Regular follow up of all enquiries
8. Provide material and 3.1 certificate as per the requirement of customer through QC team
9. Maintain GRN File
10. Send stock list on regular basis to necessary customers on demand
11. Co-ordinate with shipping agent and keep a track to make sure proper delivery of goods to customers

Job Type: Full-time

Salary: ₹16,000.00 - ₹20,000.00 per month

Key Skills:

1. Import & Export Documentation Course
2. Self-Motivated
3. Results Oriented
4. Excellent Communicator
5. Organized

6. Ability to Multi-Task
7. Attention to Detail
8. Ability to Prioritize
9. Sense of Urgency
10. Problem Solver

Required Qualification: Any Graduate / Diploma / Certificate Program in Export Import Management

Experience: 0-1 year

Other / Special Requirements: Male candidate mostly preferred

Remuneration:

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

veena@internationalsprings.com / varsha@internationalsprings.com

Contact Person: - Veena Mavkar / Varsha Jadhav

Email id: - **same as above**

Contact no: - 9004439177

Corporate Office:

International Industrial Springs, Plot A26, Road no 10, Wagle Industrial Springs, Thane 400604.