

Notice for Placement

Job opportunity for Export Import Management

Company Name:- Johnson & Johnson Pvt Ltd

Position:- Export & Import Coordinator

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

Work Location:- Andheri (E), Mumbai

About Company: Diagnostics Division

Job Profile / Responsibilities:

| S.No. | RESPONSIBILITY |
|-------|---|
| 1 | Coordination with Freight Forwarder for pick up of consignment and delivery schedule |
| 2 | Coordination with Export Manager for customer order and place order with the source. |
| 3 | Follow-up with the source for delivery schedule |
| 4 | Prepare daily updates of the order delivery status and inform to all stake holders |
| 5 | Prepare PO Octopus and communicate to Source |
| 6 | Prepare SO in SAP and communicate with Bhiwandi team for invoicing of drop shipments |
| 7 | Review the BO report on daily basis and on monthly basis delete the redundant lines or SOs |
| 8 | In case of new product coordinate with Supply Chain team for new code creation |
| 9 | Coordinate with Finance Manager for issues pertaining to ICP |
| 10 | Coordinate with Spare part planner for sending the calibrations tools to US for re-calibration and bring them back to India |
| 11 | Maintain Export Invoice, Airway Bill, 3. Supplier Invoice in a file for the purpose of J&J audit and yearly SOX audit |
| 12 | Check, maintain and ensure that Export invoice amt for USD Transactions = SAP Invoice amt (ensure no difference) |
| 13 | Coordinate with US and France for customer code creation for new customers |
| 14 | Provide the freight accruals for monthly freight accruals booking |
| 15 | Issue DN/CN to the customer after proper approvals in case wrong/excess supplies |
| 16 | Coordinate with the customer for LC |
| 17 | Ensure reagent expiry confirmation with the customer before the supply |

Key Skills: Knowledge of Export documentation, good soft skills

Required Qualification: Diploma in Export Import Management

Experience: 4-5 years in Export Documentation

Other / Special Requirements:

Remuneration: 4.5 lacs pa

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

Contact Person: - Sunil

Email id: - **slalwani@its.jnj.com**

Contact no: - 9833196478

Corporate Office: 32/33A, Deonar Village road, Deonar, Mumbai-400088