

## Notice for Placement

**Job opportunity for** Export Import Management

Company Name:- Jyoti Impex

Position:- Export Documentation Assistant

Company Website:- <http://www.jyotiimpex.co.in/>

Work Location:- **Ghatkopar(East)**

**Company Background / About Company:** Jyoti Impex is a merchant export company specializing in a variety of products and value added services. Established in 1997, Jyoti Impex has grown leaps and bounds and works with multi-nationals in India and across the world. We are a multi commodity exports company specializing in:

- Products for the Construction Industry
- Engineering related equipment
- Medicines and medicinal products amongst others.

**Job Profile / Responsibilities:** The Candidate must be efficient in the pre and post-shipment documentation. The Candidate should have thorough knowledge of procedures for availing of Central Excise, drawback and related customs formalities.

**Key Skills: Export Documentation.**

**Required Qualification:** Graduate

**Experience:** 1-3 years

**Other / Special Requirements:**

**Remuneration:** Negotiable –Depending upon the work experience and as per our Company rules

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

Contact Person: - Vipul Shah

Email id: - [jyotiimpex@gmail.com](mailto:jyotiimpex@gmail.com)

Contact no: -022-25015081 upto 86

**Corporate Office:** JYOTI IMPEX, 207 ZEST BUSINESS SPACES, OPP CHHEDA STORE, M G ROAD, GHATKOPAR (EAST), MUMBAI – 400 077.