

22 April 2024.

Notice for Placement

Job opportunity for Export Import Management

Company Name:- **King Metal Work**

Position:- **Assistant - Exim**

Company Website:- <https://kingmetal.com/>

Work Location:- **Andheri Marol**

Company Background / About Company:

Job Profile / Responsibilities:

- Responsible for making Pre & Post documents,
- Co-ordinate with warehouse, production, purchase & other departments for stock status
- Coordination with CHA, Freight Forwarders, Transporter and Banks
- Update & maintain MIS
- Checking Letter of Credit / BL / Shipping Bills / BOE / Insurance Etc
- Coordination with inter department and Sr. manager.
- Any other task as and when define by management

Key Skills:

- Excellent verbal and written communication skills.
- Knowledge of custom & shipping regulations and policies preferred
- Quick learner
- Proficient with Microsoft Office Suite or related software.
- Knowledge of Foreign Trade Policies

Required Qualification:

Minium Graduate / Diploma / Certificate program in Export Import Management

Experience: Fresher to 1 year

Other / Special Requirements:

Remuneration: Based on interview.

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

Contact Person: - Sangeeta Mistry

Email id: - hr@kingmetal.com

Contact no: - 8657987695

Corporate Office: