

## Notice for Placement

**Job opportunity for** Export Import

Company Name:- **Komal Exotic Spices**

Position:- Export Import Documentation Executive

Company Website:- [www.komalexoticspices.com](http://www.komalexoticspices.com)

Work Location:- **Turbhe (Navi Mumbai)**

### **Company Background / About Company:**

Komal Exotic Spices (KES) has been one of the leading importers of whole exotic spices & dry fruits since decades; achieving a turnover in excess of \$12 mln in 2013-14. Headquartered in Mumbai, we have over the years established a strong sourcing network across the globe; enabling us to provide the best quality raw materials to our customers. Our strength lies in the domain knowledge of spices & dry fruits, which we implement from farm to fork. In the food supply chain, our value lies in continually ensuring reasonable pricing, despite the price volatility in the markets around the world, along with innovative sourcing at times of scarcity.

### **Job Profile / Responsibilities:**

Responsible for the execution of trade documentation requirements for shipments originating to and for global destinations, which include Bill of Lading, Letter of Credit shipments, commercial invoices, etc.

- Ensure that all documentation meets regulations
- Co-ordination and handling of shipments with forwarders, carriers as necessary
- Maintaining Shipment Logs and status
- Processing shipment documents for courier
- Produce labels and other documents for shipments
- Transacting of daily shipments
- Graduate, English proficiency, Computer skills such as excel, word, emails
- Knowledge of MS Excel and MS Word and Tally ERP9, email
- Strong verbal, written communications skills

**Key Skills:** Excellent Verbal written English communication skills

**Required Qualification:** Graduate, Diploma in Export Import Management, MCom with tally knowledge

**Experience:** minimum 6 months Fresher's can also apply

**Other / Special Requirements:** Nothing **Remuneration:** 15 K

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

**offie@komaexoticspices.com**

Contact Person: - keerti Patil

Email id: - **offie@komaexoticspices.com**

Contact no: - +91-22-27890700

**Corporate Office:** Turbhe (Navi Mumbai)