

Notice for Placement

Job opportunity for Export Import / MARKETING OVER TELEPHONE FOR EXPORTS

Company Name:- **LEO OVERSEAS**

Position:- **FEMALE EXPORT EXECUTIVE**

Company Website:- <http://www.leooverseas.in>

Work Location: - ANDHERI WEST, MUMBAI

About Company: LEO OVERSEAS Established in year 1998 is an Export House group for export of chemical & Industrial Products Worldwide.

Job Profile / Responsibilities: Female Export Executive for Preparing Export Documents, Marketing By Overseas Telephone Calls & Office Assistant.

Key Skills: English Language in Written & Oral Speech

Required Qualification: Preparation of Export Documentations, Fluency of English in Written & Oral Speech. **Diploma in Export Import Management**

Experience: Fresher as well as 01 year experience in Preparation of Export Documentations

Other / Special Requirements: GRIP on English language, fast pace of documentations and communication skills over telephone and in person for meetings

Remuneration: As per management after interview with candidates

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

Contact Person: - Miss Dipali

Email id: - leooverseas@gmail.com

Contact no: - 76669-35830 / 98204-35830

Corporate Office: LEO OVERSEAS

Corporate Address: 603 Dilkap Chambers, off Veera Desai Road, Behind Hard Rock Cafe, Andheri West, Mumbai 400053