

Notice for Placement

Company Name:- **Mehta API Pvt. Ltd.**

Position:- **Sourcing Executive**

Company Website:- www.mehtaapi.com

Work Location:- **Western Express highway, Andheri (East)**

Company Background / About Company: Mehta API Pvt Ltd engaged in manufacturing and marketing of APIs & Advance Drug Intermediates.... Globally. The company has the capacity to manufacture multi step, highly complex, potent, chiral & semi-synthetic APIs. We export to about 20 countries including Regulated Markets spanning all 6 continents, developing technology and translating to production and delivery to customers; Company's strength to carry out different types of supportive work for customers

Job Profile / Responsibilities:

- Responsible for overall effective Purchasing of Raw Materials (APIs), intermediates.
- Arrangement of Raw Material with working standard sample & impurity if any.
- Coordination & follow up with the vendors for timely supply of material.
- Preparation of PO.
- Responsible for Floating inquiries, Inviting samples & Quotations, Negotiation with Supplier, Raising the Purchase Order, follow ups with supplier & transporters and ensure the uninterrupted supply of material.
- Responsible for domestic and international sourcing.
- Creating Suppliers portfolio and report as per the data/information received from Vendor, R&D, ARD, QA & QC
- Cost analysis by getting quotations from different suppliers
- Collecting & gathering data and contracting various suppliers for CPHI Exhibition.
- Arranging documents, payment, duty payment and co-ordinating with the CHA for the related import
- Making Monthly Purchase reports
- Negotiation and selection of the potential supplier after understanding the market information.
- LC opening, Bank documentation work.

Key Skills: Strategic Sourcing, Supply Markets, Supplier Selection, Negotiations

Required Qualification: B.Sc./M.Sc. Chemistry. Post Graduate

Experience: 0-2 years

Other / Special Requirements:- Pharma Background only

Remuneration: As per company norms

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

Contact Person: - Lalita Yeware

Email id: - **hr@mehtaapi.com**

Contact no: - 022- 40390411

Corporate Office: MEHTA API PVT. LTD.

811, The Summit Business Bay, Near Western Express Highway Metro Station Andheri-Kurla Road, Andheri (East) Mumbai- 400 093.

Notice for Placement

Job opportunity for Import Export Students

Company Name:- **Mehta API Pvt. Ltd.**

Position: - **Senior Import Executive / Executive**

Company Website:- www.mehtaapi.com

Work Location: - **Western Express highway, Andheri (East)**

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Job Profile / Responsibilities:

- Making LC Docs. : Covering Letter, Annexure, Bank Format, Declaration, Stamp paper Format.
- Checking LC Limit in the Bank
- Checking LC draft and forward the same to supplier for approval.
- Confirm the draft is ok or if any changes to the Bank
- Awaiting for transmitted LC copy from bank, once received forward the same to the supplier
- If any changes after transmitting LC send amendment letter to Bank and follow up for amended sheet.
- For shipment status, copy documents & label, Shipping charges and original documents status.
- Getting copy documents from supplier / indenter we have check and confirm the same to the supplier / indenter.
- Trace Original Docs. If Original Documents are coming through bank then we have receive Presentation memo From Bank and prepare documents release letter for the same. Sent Copy docs. By mail and Original docs. through our person to the CHA along with covering Letter, ADC Sheet and other related clearance documents (eg. Form 10, Declarations)

- Calculating duty, arranging MEIS Lic., for that getting rate from 2-3 agents and finalised whichever rate is less.
- Checking checklist and confirm the same to the CHA.
- Making duty letter for clearance.
- If Plant material, checking storage space in plant and if trading material checking space as well as Insurance in bhiwandi godown.
- Follow up with clearing agents for clearance Like BE ready, ADC/NOC completion, Out of Charge. Follow up for delivery, getting Vehicle details from CHA and Inform Plant / NTC godown parson's the delivery status and giving them set of documents.

Key Skills: Correspondence with CHA/ Supplier, Knowledge of import duty calculation, Knowledge of import regulations.

Required Qualification: Any Graduate /Post Graduate Diploma – Export Import Management

Experience: 0-2 years

Remuneration: As per company norms

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

Contact Person: - Lalita Yeware

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