

Notice for Placement

Job opportunity for Exports Import Management Students.

Company Name: - **STC INDIA PVT. LTD.**

Position: - **Exports Documentation Executive**

Company Website: - www.chandanmukhwas.com

Work Location: - **Borivali (E)**

Company Background / About Company:

Witness a humongous range of premium Mouth Fresheners and Digestives by savouring the tasty and healthy Chandan Mouth Fresheners. Whether you are at home or at an event, celebrate freshness of good health in our exclusive range of breath fresheners. STC INDIA PVT. LTD hereby present s to you an opportunity to delight your loved ones with products that are delectable as well as nutrition's.

Our aim since 1966, is to promote the healthy way of freshening breath through 'Natural Mouth Fresheners' and not by Tobacco products, Mints or Gums.

Our Specialty: - Usage of 100% Natural Food Colours in the entire product range.

Our product portfolio is comprised of verity of mouth Fresheners, Appetizers & Digestives that comes in highly attractive packing having a global presence in more than 45 countries. We have now expanded our range with a New Brand "Nature's Treat" to include SUPERFOOD, HEALTHY SEEDS & SNACKS.

Job Profile / Responsibilities:

- Responsible for the execution of export documentation requirements for shipments originating in the India to destinations globally, which include Letter of Credit shipments, commercial invoices, etc.
- Prepare and audit export documentation for vessel shipments and settlements.
- Process commercial invoice documents by validating data integrity and accuracy
- Communicate with appropriate internal/external customers, including trading desks, loading facilities, freight forwarders, brokers, vendors, USDA and customers.
- Shall be able to work on quotation for different delivery terms like FOB, CIF, etc.
- Ensure timely processing of export shipments
- Monitor accounts payable and accounts receivable to ensure vessel transaction payments are made and collected timely

- Create, assemble and present applicable export documentation required per country specific destination in accordance with export laws and regulations.
- Submit timely document instructions to freight forwarders, independent surveyors and other third party industry providers
- Verify sanctioned party screenings prior to release of export documents
- Maintain export files in an organized and catalogued system
- Support cross-functional departments involved in international business transactions
- Ensure compliance with export laws and regulations
- Continue education and ongoing review of industry requirements
- Apply and settle contract applications
- Create loading instructions for loading elevators

Key Skills:

Required Qualification: Diploma in Exports Import Management

Experience: 1-2 years

Remuneration: 1.80 – 3.40 lacs pa

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

Contact Person: - Charvi Dave

Email id: - hr.chandanmukhwas@gmail.com

Contact no: - 022 40652652

Corporate Office: STC INDIA PVT. LTD.

A/505, Western Edge II, Western Express Highway, Borivali (East), Mumbai -400066.

Tel: 022 40652652.