

Notice for Placement

Job opportunity for Export Import

Company Name: - **Sara Logistics Services Pvt. Ltd**

Position: - **Logistics** Trainee

Company Website: - **www.sara-global.com**

Work Location: - **501**, XTRIUM, 291, Andheri Kurla Road,

Next to Holy Family Church, Chakala, Andheri E,

Mumbai 400 093; INDIA

Company Profile:

SARA belongs to the Mohinani Group. Founded in 1976, SARA has been a leading Chemical & Polymer Distribution company. With its associate companies Somochem & Montana having a network of over 25 distribution facilities across Sub Sahara Africa and India. Over 200 employees serve over 21000 customers, representing nearly every major industry and a highly diverse set of end markets.

We source products from the premier global manufacturers.

Our scale, geographic reach, diversified distribution channels, industry expertise, and comprehensive product portfolio enable us to develop strong, long-term relationships with our suppliers and to provide a single-source solution for our customers.

Job Profile / Responsibilities:

The incumbent will be Responsible for the following:

- Supplier Order release process
 - ✓ Payment/LC issuance on receipt of File and supplier documents from Sourcing team
 - ✓ Coordinate with HK/Finance for supplier payment confirmation
 - ✓ Sent Sales confirmation to supplier
 - ✓ For NON LC/Adv orders issue IBD & shipping instructions provided all checks done on destination compliance & customer LC compliance.
- Destination country compliance
 - ✓ Check country wise mandatory requirements.
 - ✓ Comply/Apply for requisite certificates
 - ✓ Inspection/vendor payment for pre shipment inspection

- Customer LC governance
 - ✓ Check terms to be complied.
 - ✓ In case of deviations from supplier order processing or Banking exceptions discuss or bring up exceptions to Logistics Head/Sourcing/Sales for solutions.
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- Supplier shipment coordination
 - ✓ Post order confirmation check supplier material availability and shipment schedule.
 - ✓ Follow up as per Required delivery date deviations brought up to Logistics Head/Sourcing/Sales team.
 - ✓ FOB orders arrange booking and shipment schedule. Coordinate between Line/Forwarder & Supplier for planned shipment until loading.
 - ✓ CIF/CFR obtain shipment schedule plan from supplier any deviations be brought up with Logistics Head/Sourcing/Sales
 - ✓ Follow up with supplier on promised delivery schedule delays be highlighted to sourcing & sales.
 - ✓ Check BL draft complaint with customer LC and destination mandatory no.s captured (CTN,UCR,FDI,ENS etc.)
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- SAP Update
 - ✓ Daily SAP update of shipment schedule progress.
 - ✓ Daily update document receipt & dispatch dates
 - ✓ Daily update IBD, Preparing Final documents for customer dispatch along with third party mandatory documents.
 - ✓ Update MIGO and transfer file to finance for MIRO
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- Customer and Inhouse offices
 - ✓ Follow up with HK /LON for BCL
 - ✓ Upload the documents in share drive with checklist for HK/LON
 - ✓ Update third party /inhouse on shipment status.
 - ✓ Final document dispatch with courier details.

Key Skills:

- Able to communicate clearly, both written and in speech
- Resolution mindset a go getter and problem-solving aptitude.
- Able to influence and persuade supplier, vendors & customers and handle exception management.

- Eye for detail verification especially documentation checks and mandatory compliance checks.
- Team player and flexible to handle exigency.
- Ability to accept change and make the best of a situation.
- Analytical aptitude and quick learner.

Required Qualification: Graduate with Diploma / Certificate in Export Import Management

Experience: 0-2 years in similar role

Other / Special Requirements: Excellent English Communication Skills

Good Theoretical Knowledge on Commercial Invoice BL Bill of Lading / LC Letter of Credit / BE Bill of Entry / CI Commercial Invoices / CO Certificate of Origin / LI Letter of Indemnity / Receipts / Shipping Bills, etc.

EXIM Procedure Agents (CHA/Customs/Freight Forwarders) Distributors - Foreign Buyers PO - Placing Order Pre & Post Shipment Documents - Packing of Goods, etc.

Negotiation skills, Quality of Goods Quantity of Goods Rates of Products, etc.

Coordination Follow-ups with Accounts department / Agents, etc.

Remuneration: Depends on Interview

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

Contact Person: - Deanne D

Email id: - hr2@sara-global.com