

5th Nov 2024.

Notice for Placement

Job opportunity for Export Import / Marketing / Human Resource Management students.

Company Name: - **Star group**

Position:- Documentation Executive in Export & Import Department, Business

Development Manager & Lead Executive in Marketing Department & HR Executive

Company Website: - www.stargroup.in

Work Location: - Mumbai Sion,

Company Background / About Company: Please refer company website

Star Group

<http://www.stargroup.in/>

Export Consultancy, Clearing, Forwarding & Transportation

Solutions for All Export-Incentives

Job Profile / Responsibilities: Please refer attached Job Description

Key Skills: Please refer attached Job Description

Required Qualification: Please refer attached Job Description (PG / Diploma in Marketing / Human Resources / Certificate program in Export Import Management)

Experience: Please refer attached Job Description

Other / Special Requirements: Please refer attached Job Description

Remuneration:

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

Contact Person: - Pradnya Kamble/ Bhavika Lakde

Email id: - hrstar@stargroup.in

Contact no: - 9029097486/ 8291983197

Corporate Office: Unit No. 12 A, Mahendra Industrial Premises, Sion (E), Mumbai

JOB DESCRIPTION & SPECIFICATION

DESIGNATION -: **Business Development Manager**

REPORTING STRUCTURE

REPORTING TO: MD

Location : Mumbai / Pune/Delhi

REQUIRED SKILLS:

- Convincing Skills
- Good Communication.
- negotiation and analytical skills

JOB DESCRIPTION:

- Processing Leads & converting them into business.
- Visit to the customer, explain the services, benefits to them & get the business.
- Building relationships with current & potential clients.
- Prepare minutes of meeting.

WORK EXPERIENCE : Fresher

Age Limit : 20 - 25 years

Gender: Female / Male

No. of openings: 6

JOB DESCRIPTION & SPECIFICATION

DESIGNATION -: Lead Executive

Location : Mumbai

REPORTING STRUCTURE

REPORTING TO: HOD Lead Development

REQUIRED SKILLS:

- Convincing Skills
- Computer savvy

JOB DESCRIPTION:

- Analysis / Study of the data.
- Call to customer & understand their need.
- Generate lead as per customer need.
- Maintain business development database.
- Preparation of Lead Development Reports.

EDUCATIONAL QUALIFICATION: PG / Diploma in Marketing / Diploma / Certificate Program in Import & Export.

WORK EXPERIENCE : Fresher

Gender : Female

Age Limit : 20 to 25 years

No. of openings: 6

JOB DESCRIPTION & SPECIFICATION

DESIGNATION -: Import Documentation Executive

Location -: Mumbai

REPORTING STRUCTURE

REPORTING TO- HOD IMPORT

REQUIRED SKILLS: Knowledge of visual impex & Logi-sys software.

JOB DESCRIPTION:

- Preparation of all types of checklist of Import(Air & Sea).
- Co-ordination with shipping line for IGM enquiry, freight, Vessel ETA.
- Co-Ordination with client for follow up pending documents & checklist approval.
- Sharing Checklist with the customer for approval
- Filing BOE in IceGate once approved by the customer
- Maintain DSR Report

EDUCATIONAL QUALIFICATION: Diploma / Certificate program in Export- Import

WORK EXPERIENCE: Fresher

Gender: Male / Female

No of Opening: 2

JOB DESCRIPTION & SPECIFICATION

DESIGNATION -: Export Documentation Executive

Location -: Mumbai

REPORTING STRUCTURE

- **REPORTING TO**- HOD EXPORT

REQUIRED SKILLS:

- Knowledge of visual impex & Logi-sys software.

JOB DESCRIPTION:

- Preparation of all types of checklists of shipping bill (Air & Sea).
- Co-Ordination with client for follow up pending documents & checklist approval.
- Sharing Checklist with the customer for approval
- Filing SB in Ice Gate once approved by the customer
- Maintain DSR Report
- Should have an awareness of Export Schemes

EDUCATIONAL QUALIFICATION: Diploma / Certificate program in Export- Import.

WORK EXPERIENCE: Fresher

Gender: Male / Female

No of Openings: 2