

## Notice for Placement

### **Job opportunity for: Export Import**

Company Name: - **Taste'L Fine Food Pvt. Ltd.**

Position: - **Trainee (Export in Shipping Department)**

Company Website: - [www.tastelfinefood.com](http://www.tastelfinefood.com)

Work Location: - **Goregaon (W)**

### **Company Background / About Company:**

Taste'L Fine Food Pvt. Ltd. was founded in October 2003 by Mr. Ajay K. Talwar, who now serves as the Managing Director of the company.

The company was started with modest means but with hard work and hundreds of happy clients we have grown to larger offices, multiple product lines, larger factories and have opened up our operations to several overseas markets.

Today, our products are already exported to Australia, Canada, USA, Europe and the Middle East. With some Asian and UK markets, all set to join the league.

Our HO is based at Goregaon (W) & our manufacturing Plant is based at Karad (Satara District)

**Required Qualification:** Diploma/Degree in Export & Import Management

**Experience:** Not required

**No. of Position:** 2

**Office Timings:** 10.00 a.m. to 7.00 p.m.

**Working Days:** Mon to Sat (6 Days)

**Training Period:** 6 months

**Stipend:** Rs. 5,000 p.m. to Rs. 7,000 p.m.

On performance basis, the trainees will be taken on rolls as an employee after 6 months.

### **Profile:**

- Pre-Shipment Documents Preparation – Excise Invoice-Packing List checking and approval, intimation to phytosanitary department for supervision (if required), health certificate
- Post-Shipment Documents Preparation – Commercial Invoice & Packing List,

Certificate of Origin, GSP, Fumigation Certificate, Phytosanitary Certificate, supporting documents preparation as per clients required list.

- Booking PO on client's portal as per requirement.
- Preparation of Vessel Schedule for planned shipments and getting approval from HOD
- Quotes from forwarders monthly basis or as per requirement of new inquiries
- Follow Up with factory for vehicle and container arrangements as per schedule dispatch
- Follow Up with Transporter from pickup to reaching container at factory and after loading upto delivery at sea port.
- Follow Up with CHA for Shipping Bill Filling and container delivery procedure and updating report to Shipping Head
- Maintaining Register for export obligation fulfilments of Advance Licence and EPCG licence
- Updating and sending Daily Shipping Report (DSR) to Management
- Person should be well versed with Foreign Trade Policy and its updates
- DGFT - Advance Licence, EPCG licence application-Redemption, MEIS Applications and follow up for obtaining licence within stipulated time.
- Arrangements of Proof of Export documents to factory for excise duty exemption.
- MIS preparation and update to HOD
- Taking care of Bills submission to account team and follow up for making on time payment as per fixed credit terms with vendors.
- Co-ordination with account team, factory, QA team for smooth operations
- Filling correct shipping documents set in shipment file in department and
- Tracking shipment up to delivery at destination.

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

Contact Person: - Pooja Bangera – Manager – HR

Email id: - [pooja.bangera@tastelfinefood.com](mailto:pooja.bangera@tastelfinefood.com)

Contact no: - 022 42080050/81

**Corporate Office:**

**Taste'L Fine Food P Ltd**

Plot No. 174, Govinda, Jawahar Nagar,

Road No. 2, Goregaon W, Mumbai - 400 062