

PCK AGRI VENTURES PVT.LTD.

Office No.8 and 9 Second Floor, Samar Park, Apollo D.B. City Road, Nipania, Indore-452010 (M.P.),INDIA
Tel. 91-731-4023144,2802250 | Email: info@pckagri.com
GST : 23AALCP0726G1ZN

Job Openings

Job description: -

- Company for this job – PCK Agri ventures PVT.LTD.
- Designation – **Export Documentation & Logistics Executive**
- Work Location – Indore, Madhya Pradesh
- Experience – 2 to 3 Years in Export Documentation
- Education – Minimum Bachelor's Degree. Additional diploma in Export-Import Management preferred
- Job Type – Full-time
- Salary – Depends on Interview
- Benefits – Provident Fund
- Fluent in Written & Oral English

Responsibilities and Duties

An export documentation specialist is responsible for supporting export activities, oversees preparation of commercial documents in accordance with export, and handles recordkeeping requirements to support timely payment of product.

- Responsible for handling imports/ exports & domestic shipping operations.
- Liaise with external parties and coordinate shipments with respective factory/ customer/ forwarder/ carrier / CHA.
- Preparation of Import & Export Documents.
- Knowledge of L/C, pre shipment and post shipment documentation for import and export & coordinate banker for the Same.
- Attend and monitor regular shipments enquiries.
- Coordinate with local and overseas suppliers, forwarders, transporters and warehouse on timely delivery and clearances of goods.
- Preparation of documents for various government incentive schemes.
- Strong communication and writing skills.
- Able to work on ERP.
- Advanced knowledge of Microsoft office tools like Word & Excel.
- Self-starter with problem-solving skills and high attention to detail.
- Follow up for BL from forwarders.
- Making complete set of documents and sending the same to the bank for discounting.
- Making daily planner for bank documents, export register and discounting statement.
- Overall knowledge of DGFT, customs and other export related bodies.
- Should be aware for agro industry documents.
- Comfortable in traveling to attend trade exhibitions
- Reporting to higher management on daily basis.

Interested Candidates Can Share Your Resume at

Email - Hr@pckannan.com

And WhatsApp on – 9109441541

Unit -1 : 373/1/1/3K, Village Badiya Ki Maa, Nemawar Road, Tehsil & Dist Indore – 452016 (M.P.)
Unit – 2 : 262/1, 266/2, 261/1/2, 262/2/2, Village Asrawad Bujurg, Tehsil & Dist Indore – 452016 (M.P.)
Reg. Off. : 11/6, P.P.V.N.Street, Virudhunagar – 626001, Tamilnadu