

## Assistant Manager Commercial

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Company: Smartech Industrial Solutions

Location: Karachi

Category: other-general

### Assistant Manager Commercial

Smartech Industrial Solutions, Pakistan Management of department and concern staff

Coordinate with Principals and prepare all documentation for Import of product.

Observes import & export policies and laws and ensure compliance

To have updated list of product pricing from all Principals

Maintain Purchase/Import Register.

Track import consignment and coordinate shipping with freight forwarding agents for clearance. To keep record of the process.

Deal with quotes from freight forwarding agents and handle claims with insurance.

Manage complete export process and coordinate with Principal and freight forwarding agents accordingly. To keep record of the process.

To look after repairing cases that needs to be exported to principal.

To maintain and update principals' database.

Prepare sales/service contracts for orders obtained under direct supervision of Director

Job Specification

#J-18808-Ljbffr

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