

Experienced Import / Export executive

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Company: International Petrochemicals (Pvt.) Limited

Location: Lahore

Category: other-general

Experienced Import / Export executive International Petrochemicals (Pvt.) Limited, Pakistan
This position directly reports to the Director and following would be the job responsibilities:
Material procurement and familiar with import documentation.* Sourcing of products on Internet (Awareness of B2B Portals)* Handle and arrange the Customs clearance in all ports for all customers.* Provide import estimates and information regarding importing into the countries (via air, ocean and truck).* Provide customer service to internal departments and overseas affiliates/clients.* Maintain import data and verify information accuracy.* Classify all entries, resolve import problems and monitor current imports for incoming exhibitions.* Individual will be required to work independently after some training and look after the imports of the company from world wide sources.* Individual will also be responsible to process the orders of our customers placed directly with our Principals. Job Specification - Compensation will be beyond the expectations of the individual.- Individual with hands on knowledge of import documentation, shipping, customs and banking procedures, knowledge of DTRE and clearance of goods under DTRE rules,- Working experience in trading company; multinational company or Export oriented company will be given preference.- Good negotiation skills- Awareness of LC opening and imports process- Freight and payment terms- Fully aware of Customs and import regulations- Fluent in written and spoken English- Highly resourceful and results oriented attitude.- Ability to function in professional business environment with senior management.- Power to persuade. High I.Q., flexibility and team player.- Good MS Office and Search Engine usage Skills.- Previous indenting experience will be preferable.- Experience in call center or experience with foreign company in sales &

marketing department is a plus point. Information Technology and Services - Lahore,
Pakistan

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