

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#J-18808-Ljbffr

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