

Import Manager/Export Manager

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Company: Pakistan Paper

Location: Saddar Town

Category: other-general

Prepare Purchase order as per Proforma Invoice
Arrange to open LC/ contract from various banks
Follow up of LC/Contract in case of any amendment/addition/deletion
Maintain track record of all import in transit consignments
All booked import consignments informed to sales department
Manage LC/Contract Maturities plan date / wise bank wise to pay of the matured documents
Make necessary correspondences with clearing agents to make clear the import consignments
Inform all ware houses about expected import consignment arrivals date wise
Make entries in software, (LC opening, Documents payment entries, Purchase order, import purchase entry)
Book liabilities in software , (Clearing Agents, Insurance companies, Indenting commission)
Make payments/cheques and make payment entries ion software for (Clearing agents, Insurance companies, Indenting commission)
Prepare party reconciliation statement if needed / asked
Receive duties payments details from Clearing agents and then make cheque and enter in software as well
Prepare Fund statement date wise to meet the payments of upcoming import consignments
familiar with ERP Systems.
Job Specification
One year experience in handling LC and Import shipments Paper & Forest Products - Karachi, Pakistan

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