

## Procurement Executive Import

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Company: People

Location: Saddar Town

Category: other-general

About the job Procurement Executive Import  
Job Responsibilities  
To maintain the RFQ and Price comparison  
To issue Purchase Order as per system generated PR.  
To initiate L/C or Bank Contract establishment as per requirement in consultation with line manager  
To submit Electronic Import Form (EIF) to the Bank for Registration of Bank Contract or L/C via Custom WeBOC System  
To correspond with the Suppliers, Banker, Freight Forwarders, Clearing Agent, Insurance Company, and Custom for Documents, PFI, documents, Duty form etc..  
To follow up with the bank for L/Cs / Bank Contract, Shipping Documents, Opening and Retirement Advices  
To contact clearing Agent for clearance of consignments and respective plant for timely offloading.  
New Material Code and Supplier opening in SAP  
To process Duty Request and arrange Pay Order from Finance for Shipment Clearance  
Submit Insurance Complaint, Claims and follow up with Insurance Company regarding settlement of Claims.  
To update Import Master Chart/In transit File.  
To maintain record of Security Deposits, follow ups from the C/Agent and submit to the Finance  
Retirement of documents from the Bank.  
To process Clearing Agents, Transporter Bills.  
Requirements:  
Qualification: graduate degree (BBA from well reputed university (fresh) preferably having a combo of bachelors of engineering in mechanical or industrial discipline)  
Experience: fresh, 0 to 1 year of relevant experience  
Benefits: Commission  
Gratuity Pf5% (profit sharing)  
Annual bonus  
Location: Karachi based  
#J-18808-Ljbffr

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