

Rice Export Manager

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Company: Latif Rice Mills

Location: Lahore

Category: other-general

Rice Export Manager

Latif Rice Mills, Pakistan We are looking for a professional export officer having proven track record & ability to manage exports of firm.

Your responsibilities include liaising with service providers for smooth execution of export shipments, preparing bank documents, managing bookings with shipping line, fumigation, survey company and clearing agent.

handling complete documentation for banks & e-forms for shipments and all other bank related export documentation

maintain register with complete details of each e-form, from approval to realization

liaising with clearing agents, fumigation, survey companies, insurance

handling shipping lines correspondence and documentation, placing bookings, SI submission, preparing drafts etc

preparing customer documents for approval & final dispatch as per customer/bank requirements including LC.

attestation & legalization

dispatching documents through courier companies

proper filing & record maintenance of all service providers

You should have good command on MS Office and can communicate professionally with service providers.

Job Specification Industry: Rice Manufacturing Gender: Male

Minimum Education: Bachelors/Masters

Minimum Experience: Min 2 years in rice export field specifically

Job Location: Lahore

Other benefits included depending on experience.#J-18808-Ljbffr

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