

## Trading Executive

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Company: INTECH

Location: Pakistan

Category: other-general

### About The Position

INTECH Automation Intelligence is looking for an energized and capable Trading Executive.

### About Us:

INTECH Automation Intelligence has been helping businesses transform for the future through next-generation Automation and Digital technologies for the past 30 years and counting. We are a globally renowned engineering company specializing in automation, electrical, energy transition, and digitalization solutions. Our application-specific solutions diversified and technically backed portfolio and expertise in equipment from major OEMs and system vendors are what differentiate us.

Manage inquiries from customers and vendors, ensuring timely and accurate responses.

Develop and oversee budgets for various operational activities, ensuring adherence to financial targets.

Source materials and products both domestically and internationally, negotiating favourable terms and agreements with vendors.

Establish and maintain relationships with vendors, ensuring timely delivery of materials and products while maintaining quality standards.

Manage relationships with customers, addressing inquiries, concerns, and ensuring a high level of customer satisfaction.

Develop and implement strategies for territory management, optimizing operations and

sales activities within assigned territories.

Conduct pricing analysis to determine competitive pricing strategies and optimize profitability.

Prepare and submit quotations to customers, ensuring accuracy and alignment with company pricing policies.

Process customer purchase orders efficiently and accurately, ensuring timely fulfillment of orders.

Manage vendor purchase orders and oversee the procurement of materials, ensuring availability and timely delivery.

Process vendor bills and invoices, ensuring timely payments to maintain good vendor relationships.

Manage contracts with vendors and customers, ensuring compliance with terms and conditions.

Identify and pursue opportunities for business growth and expansion, both domestically and internationally.

Oversee invoice generation and processing, ensuring accuracy and timely payment from customers.

Effectively communicate and collaborate with internal teams, external stakeholders, and partners to ensure smooth operations.

Coordinate international and national logistics operations, including air, sea, and ground transportation, to ensure timely delivery of goods.

Manage customs clearance activities and ensure compliance with international trade regulations and Inco terms.

### **Requirements**

Bachelor's degree in Supply Chain, Operations Management, or a related field. Master's degree preferred.

3- 5years of experience in operations management/supply chain, preferably in a similar industry.

Strong analytical, negotiation, and problem-solving skills.

Excellent communication and interpersonal abilities.

Proficiency in MS Office and ERP systems.

Knowledge of international trade regulations and logistics processes.

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