

Export Documentation Executive

Alfarid Corporation (AFC) is an equal opportunity employer. The position entitled 'Export Documentation Executive' is contractual for a term of at least 2 years, including 3 months probation period. The position offers an annual growth of 7-10 percent.

Do not treat this position to be a stepping stone for your next job. Only apply if you are willing and able to competently complete at least 2 years' tenure.

Job Description

The candidate must be able to:

- Prepare complete set of documents pertaining to export/import shipping documentation based on L/C and/or other credit terms.
- Get all required documents attested from the relevant authorities/ministries/chamber of commerce.
- Maintain a direct relationship with the Bank pertaining to all export/import procedures and documentation.
- Complete paperwork for acquiring certifications/lab test reports for the required items.
- Prepare Sales and Purchase contracts, issue Certificate of Origin, Customs/ Insurance declaration, Monthly delivery/sales reports, issue payment vouchers, etc.
- Coordinate closely with the logistics/shipping Company/agents for scheduling and bookings shipments to ensure smooth and timely cargo delivery.
- Prepare suppliers' contracts and getting the same validated and filed.
- Prepare and file all documentation and relevant email correspondences in line with the ISO 9001:2000 standards.
- Coordinate and liaise with suppliers and buyers to ensure smooth cargo operations.
- Prepare freight invoices and receipt vouchers for freight received.
- Track electronically the status of all the shipments and preparing a report of the same.
- Prepare and submit statistical reports to the management.
- Maintain period wise database for tariffs.
- Handle other trading duties.

Please note that you must:

- Possess sound computer skills (MS Office 2000 & Excel).
- Have a minimum of 1 year experience in all forms of LC documentation.
- Have preferably worked with the Export/Import Department of a reputable Bank.
- Possess Knowledge of UCP600 and Incoterms
- Possess good English written and spoken correspondence skills.
- Dress presentably.
- Be able to manage late working hours.
- Preferably own conveyance, else must know riding motorbike.

Salary Package and Features:

- Basic pay *PKR 14-20K/month (may increase or decrease based on competency level)*
- Official fuel reimbursement.
- Official communication allowance.
- Annual Bonus.
- Export allowance.
- Personal Medical Insurance.
- Payment for extra working hours.
- Lunch.

ALFARID CORPORATION

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