

Export And Import Supervisor

Your tasks

- RFQ to Forwarders
- Nomination to forwarder as per requirement
- Container stuffing plan to forwarders
- Follow up & coordination for booking, Container allotment & placement for stuffing
- Invoice share to CHA & forwarder
- Container documents preparation
- Check list approval to CHA for SB Seal updating on portal
- VGM report Letter
- BL approval to forwarder
- Scomet Letter, Authorization Letter, Fumigation Certificate etc
- Documents (Inv, COO, BL) send/ share to customer
- Forwarder, Transporter and CHA bills check and approval with two signs,
- Entry of the Bills being submitted in tracker
- Forwarder & CHA bills submit to Accounts Invoice + SB copy to be submit to Accounts COO (Certificate of Origin) from CHA & SP Co-ordination & follow up & further sharing Cost sheet to CHA
- Form AI, GSP & COO for required customers Tracking of Export Invoices to Consignee as per their requirements document
- Storage for Inv, SB, Annexure, Bolt Seal, Eway bill etc
- DHL Courier booking for Docs & Samples
- Courier receiving
- Prompt & timely response/coordination to all the emails of the transactions to forwarder, CHA, customer
- Look for & remain updated with Central team communication for the updates in the arrangements of the forwarders contract
- Apart from all the listed activities - there are various call & meetings by team members, ad-hock issues which are normal & required
- Export Freight Provision LEO Copy availability to Finance

Your profile

Any Graduation with 1-3 years of work experience.

Immediate joiners are preferred.

Our offer

Basic computer knowledge of MS office + Internet + e-mails, Knowledge of Export Procedures and Documentation procedure.

Ready to drive with Continental? Take the first step and fill in the online application.

About us



Job ID
REF72985P

Location
Sonipat

Leadership level
Leading Self

Job flexibility
Onsite Job

Legal Entity
ContiTech India Pvt. Ltd.

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary. The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining, agriculture and other key industries. Guided by the vision of “smart and sustainable solutions beyond rubber,” the group sector draws on its long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.