

JOBS OPPORTUNITIES

Attention Professionals!!!

Logon to FIEO Website (<http://www.fieo.org>) to register yourself
for free and apply against the following vacancies in International Trade Sector

JOB CODE	JOB TITLE	COMPANY NAME	JOB DESCRIPTION	JOB LOCATION
10026	Export Senior Executive	Company name is withheld as per the requirement of the Company	Handling of pre and post shipment documents, liaisoning with CHA, shipping agents. Representation to the Customs and DGFT.	Mumbai
10027	Export Assistant	King Metal Works	Handling of pre and post shipment documents. liaisoning with CHA, shipping agents. Representation to the customs and DGFT.	Mumbai
10028	Accountant	Indo Allinco Impex	Maintaining proper books of accounts upto finalisation should know tally, computer all basics etc. Residing in Andheri or nearby or in Western Suburb.	Andheri East Mumbai
10029	Secretary	Indo Allinco Impex	Attending clients calls, reply to all the emails, office filing etc.	Andheri East Mumbai
10040	Export Executive	DKT Trading Pvt. Ltd.	Person will be handling pre shipment and post shipment procedures. Export Documentations, following up with suppliers, CHA, Shipping line, negotiating with shipping line, Accounts, etc.	Mumbai
10047	Manager Export Section	Company name is withheld as per the requirement of the Company	Eligible candidate must have the knowledge of tally, MS office, handle all the work related to export. Experience holder will prefer.	Chandausi
10048	Company Secretary	Company name is withheld as per the requirement of the Company	Looking after Secretarial functions for the companies act compliance.	Panipat
10048	Steno / Secretary to MD	Andees Impex Pvt. Ltd.	Experienced person having good command on computers & working English. Experience with Consultancy / Law firm and living in-around South Delhi would be preferable.	New Delhi
10050	Marketing Executives	Andees Impex Pvt Ltd	Graduates with MBA / Diploma in Marketing / International Business and 1-2 years exp. in marketing. Knowledge of Foreign Trade Policy and having own conveyance is desirable.	New Delhi
10051	Law Graduates	Andees Impex Pvt Ltd	Graduates (LLB) having interest in International Business Policy. Persons having worked with Law / Consulting firm would be preferred	New Delhi
10052	Export Executive	Andees Impex Pvt. Ltd.	Handling of Pre and Post shipment documents, liaisoning with CHA, shipping agents. Representations to the Customs and DGFT. Follow-up with suppliers.	New Delhi
10053	Accounts	Andees Impex Pvt. Ltd.	For maintaining of day to day Accounts, statutory requirements of Sales Tax, Service Tax, Income Tax etc. Preference to persons having knowledge of Import Export documentation and related banking activities.	New Delhi

JOBS OPPORTUNITIES

Attention Professionals!!!

Logon to FIEO Website (<http://www.fieo.org>) to register yourself for free and apply against the following vacancies in International Trade Sector

JOB CODE	JOB TITLE	COMPANY NAME	JOB DESCRIPTION	JOB LOCATION
10054	Sales Executive/ Business Development Executive	Prime Air Global Ltd	An ideal candidate should Develop Sales in the region to drive revenue target while staying within budget: - Identify and target companies with substantial business and travel spend. - Communicate key leads and results to senior management on a consistent basis MBA Freshers, with their own conveyance, may also apply.	Delhi
10055	Outbound Tours Executive	Prime Air Global Ltd	Operations - Outbound Tours	Delhi
10056	Accountant	Company name withheld as per requirement of the Company	Part time accountant required. Working for 3 hrs 3 days a week.	Chandni Chowk, Delhi
10057	Trainee — Human Resources	Rektor Mines and Minerals Ltd	Maintenance of Employee attendance and the softwares supporting this activity, maintenance of employee data (existing, new joinees and x-employees) and the supporting software and other misc jobs.	Bhubaneswar
10058	Export Executive	Tirupati Inks Limited	Person will be handling pre shipment and post shipment procedures. Export Documentations, following up with Suppliers, CHA, Shipping Line, Negotiating with Shipping Line, Accounts, etc. Well versed with Banking laws relating to export study of L/C, norms relating to Duty Drawback	Kanpur

ATTENTION MEMBERS!!!

Searching for the right candidate to recruit in your Company ?

- Logon to "Members Area" of FIEO website – <http://www.fieo.org>
- Search database of over 1000 professionals/freshers, serving/interested to serve international trade sector, based on your recruitment criteria
- If you do not find suitable candidate upload your recruitment needs on the FIEO website
- The recruitment needs are also published in FIEO News
- Service is free for the FIEO members

(Contact any of the FIEO offices for clarification / assistance)