

## 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             |
| 10049    | 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           |

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| 10054    | Sales Executive/<br>Business Development Executive | Prime Air Global Ltd   | An ideal candidate should Develop Sales in the region to drive revenue target while staying within budget:<br>- Identify and target companies with substantial business and travel spend.<br>- Communicate key leads and results to senior management on a consistent basis<br>MBA Freshers, with their own conveyance, may also apply.  | Delhi                 |
| 10055    | Outbound Tours Executive                           | Prime Air Global Ltd   | Operations - Outbound Tours  | Delhi                 |
| 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                |
| 10059    | Commercial Manager                                 | Company name is withheld as per the requirement of the Company | Jaibro Industries is one of the leading manufacturers of Aerosol Products like deodorants, Silicon sprays, car paints etc. We are looking for a competent person who can handle the commercial activities, dealings with companies etc.  | Sonepat, Haryana      |
| 10060    | Accountant   | Brilliant International  | Maintaining proper books of accounts upto finalization, should know tally, computer all basics, etc.   | Mira Road (E), Mumbai |
| 10061    | Import Export Department Executive                 | Brilliant International  | Handling export enquiries, coordination with customers, emailing quotations to international clients, preparing export documentation. Coordinating with warehouse / transporters / shipping lines, etc. Issuance of Bills of Lading with shipping lines, Filing for getting export incentives from Government, claiming refund / rebates from Excise / Government organisations. | Mira Road (E), Mumbai |
| 10062    | Export Executive                                   | Brilliant International  | Person will be handling pre shipment and post shipment procedures. Export documentations, Central Excise knowledge, follow up with suppliers, CHA, shipping line, negotiating with shipping line, accounts, etc.   | Mira Road (E), Mumbai |

### 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)**