

## WE ARE HIRING

# Assistant Manager Export

### Job Description

- MB/EOU/EFS Operations.
- NOC / IB+PDCC.
- HS CODE Inclusion Raw Material & Capital Goods.
- Analysis Card (Consumption Arrangement, Making Cards, IOCO File).
- Imported and local Quota Debiting, Via Custom Portal, Excel to maintain balance.
- Banking Trade, Shipping Works, Logistics Works, Clearing Works.
- Expertise in checking papers, closely according to KPI's of Banks, Custom, and Shipping & Departments.
- Communication with Shipper / Banking / Shipping Agent / Clearing Agent.
- ERP LCM Entry
- ERF / EFS / LTFF Banking Loan Scheme (Prefer if experience this).
- MB/EOU/EFS License Approval, File Preparation according to Rules.
- Daily / Weekly / Monthly Sheet maintain, for Payment, Shipment, Deliveries, Quotas Etc.
- Expertise in FI/EIF / EPZ Import.
- Any Other task similar to this field would be added.

### Requirements

- Graduate along with relevant experience of 03-05 Years.
- Expertise in Excel, Word, Outlook, and Letter Drafting.
- Expertise in ERP / Similar to Any Software Working Like SAP/Oracle, Etc.
- Expertise in WEBOC/ PSW/ FBR Sites.
- Expertise in FI/ EIF.

### Share profile at:

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Location: Site Area, Karachi