



# WE ARE HIRING SR. EXECUTIVE IMPORTS

**Job Location:** Karachi

**Job Type:** Permanent

**Qualification:** BBA/BE

**Work Experience:** 1 to 2 years of relevant experience in Imports.  
Technical background will be preferred.

## **Roles and Responsibilities**

- Prepare and review import/export documents, including purchase orders, invoices, shipping documents etc in compliance with customs and government regulations.
- Monitor duty import payment to ensure it is within budget.
- Assist in execution of import transactions from the opening of L/C to the clearance of the consignment from customs.
- Do freight comparisons, CnF and FOB mode analysis etc.
- Collaborate with the warehouse and inventory teams to maintain accurate records of imported goods.

**Apply at:** [www.reonenergy.com/join-our-team](http://www.reonenergy.com/join-our-team)

**Last Date to Apply:** 15<sup>th</sup> December, 2023