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details



Unique Organics Limited

E-521, Sitapura Industrial Area, Jaipur 302022

Exports Documentation Executive

Full Time

Location -Jaipur

Exp. Range 0- 3 yrs

Job Summary: - The Export Documentation Executive ensures accurate preparation and timely processing of export documents, including invoices, packing lists, and bills of lading, in compliance with trade regulations. This role coordinates with freight forwarders and customs brokers, monitors shipments, and resolves any transit issues. Effective communication with internal teams and maintaining up-to-date shipment records are key. The Executive also handles export financing and letters of credit, while staying informed about relevant government policies.

Responsibilities & Duties: -

1. Prepare and review export documents such as commercial invoices, packing lists, certificates of origin, bill of lading, and other shipping documents. Must follow thorough and in-time checking for all documents.
2. Coordinate with freight forwarders, shipping lines, and customs brokers to arrange shipments and handle shipping documentation.
3. Ensure all export documentation complies with international trade regulations and customs requirements
4. Communicate effectively with internal stakeholders (sales, logistics, production) to gather necessary information for export documentation over email, WhatsApp and phone.
5. Monitor and track shipments to ensure timely delivery and resolve any issues that may arise during transit and daily maintenance of exports MIS.
6. Maintain accurate records of export documentation and update shipment status in the company's system.
7. Handle documentation related to export financing, letters of credit, and other financial instruments.
8. Must possess good knowledge of export documentation & well-aware of the government policies and procedures.

Qualification & Skills

- Bachelor's degree in Accounting, Finance, Commerce, M. Com, MBA (Banking & Finance) would be preferred.
- Candidate must-have skills for Microsoft Office/Computer/Google spreadsheet/ Emailing as well as proficient English.
- Candidate with knowledge of handling ocean exports (regulations, documentation, CHA/Forwarders, logistics etc.) will be preferred.

Benefits

- Cell phone reimbursement
- Food allowance
- Provident Fund
- Leave Encashment
- Paid Leaves