



Job profile: Export Import cum Admin manager

Lucent CleanEnergy is the next generation renewable energy company providing high quality materials to solar energy industry, using state of the art technology and research.

Summary

Experience: 3-5 years

Location: Changodar, Ahmedabad

Compensation: Discussed during interview

Education: Any stream (preferably B.Com)

Industry Type: Solar energy

Role: Export cum Admin manager

Functional Area: Order processing, dispatch & logistics control, excise, DGFT and customs matters, License/approvals, inventory and warehouse matters and liasoning, Accounts handling, documentation and MIS

Candidate profile

Min. 3 years experience with degree in Commerce. Candidate should have Admin experience preferably in manufacturing company involved in exports of their final goods.

Roles and responsibilities

Responsible for matters related to order processing, dispatch and logistics (domestic and exports) control. Responsible for importing of materials from suppliers within the established process

Responsible for all matter related to payment clearance for all domestic as well as export orders and handling of accounts with well established process and system

Responsible for timely delivery of goods at customer's place and clearance of payments matters

Responsible for license/approvals, excise, DGFT and customs matters for export sales

Responsible for maintaining the documents and MIS related to accounts, orders and sales contracts

Responsible for inventory management and warehouse quality and management

Any matters related to banks, commercial aspects, accounts as well as payments



Co-ordination with Foreign Clients, Sending offer to client and on conclusion of deal sending the Performa Invoice or Sales Contract

Handling Export Enquiries, Planning of their shipment update, pre-shipment and post shipment status of their export order, production scheduled, execution order and over all complete communications

Co-ordination with Survey agencies, inspection before shipment weight and quality finalization with the surveyor agency and arranging report as per the terms and condition of L/C / Sales Contract

Co-ordination with plant for timely arranging the production, Interacting with the CHA monitoring the timely container placement at factory as per desired plan and its proper stuffing and customs clearance, movement toward port and timely shipment as per the shipment schedule

Co-ordination with freight forwarder arranging and booked the container with proper vessel planning, arranging deliver order and provides the same to CHA / Transporter for timely peaking of container and its timely placement as per the factory plan and shipment schedule monitoring the timely shipment

Pre Shipment & Post Shipment Export Documentations, arranging and its Preparation for presentation to the bank as per letter of credit / purchase order / sales contract

Liasoning with different agencies i.e. Gujarat Chamber of Commerce, CII, GSP, Export Inspection Agency, and arranging the related export documentations from them i.e. Certificate of Origin, Phytosanitary Certificate, GSP etc.

Liasoning with Insurance Company, Incase of CIF shipments arrange for the insurance agency. Provide them the tentative plan of shipment (Quantity, Amount, Stuffing plan at factory). Arrange insurance premium and after completion of shipment arrange original Insurance policy as per the terms and condition of L/C

Checking of B/L, ACD Draft, sales contracts and checking documentary instructions etc. Submission of ISF to buyer 48 hours prior to vessel sailing, Prepare of ARE 1, Excise refund, submission of proof of export, Bank Certificate of Export & Realization. Complete Inward / Outward Overseas T/T Remittance Procedure. Monitoring the complete Export / Import Documentations