

JOB DESCRIPTION

Position Title	Manager - EXIM
Company	Gujarat Fluorochemicals Ltd.
Division / Department	EXIM
Location	Noida

1. JOB PURPOSE

Managing and coordinating Import and Exports operations and documentation, Logistics, Transportation and MIS.

2. ORGANISATIONAL CHART

This position shall report to Senior General Manager (EXIM & Logistics)

3. PRINCIPAL JOB ACCOUNTABILITIES

Major Activities & Accountabilities	Key Performance Indicators
<ul style="list-style-type: none"> • Imports & Exports documentation & operations for Chemical / Spares / Re-Imports/Re-Exports. • Coordination with stakeholders for NND / OD Availability/ Inter – Intradepartmental. • Ensure cost effective EXIM planning & operations at all ports, Post NND & the material sailed from loading port till containers are returned to the shipping lines. • Correct FTR Import documentation before arrival of the consignment at discharge port. • OTIF & FTR MIS. • Handling forwarding for EXW / FOB / terms of trade for chemicals (FCL). • Interface with logistics service providers for coordination with Customs/ CFS / Rail Operators / Transporters / Freight Forwarders/ Shipping lines & other related departments. • Movement plan (outbound&inbound) & arrival status from port to plant, follow up with Transporter. • Duty Exemption License closure from customs and documentation support to commercial department • Coordination with Purchase/Sales for EXIM planning and documentation • CHA / Customs / Custodian/ S/lines/ LSP for financial losses control. • Plant for movement trailers/Tanks from and to Ports. • Accounts for Duty & Vendor payments 	<ul style="list-style-type: none"> • Error free documentation • 100% coordination

4. SKILLS AND KNOWLEDGE

Educational Qualifications

- Graduate in any discipline from a reputed institute
- Diploma in EXIM / MBA shall be preferred

Functional Skills

- Having practical experience EXIM Order Executions, handling Letter of Credit, Shipping, Import Inspections, Documentations, Transportation Management, Logistics and Shipping management.
- Cost sensitivity to achieve cost savings in logistics/shipping. Customer, Data and Documentation Control, MIS.
- Good knowledge of MS Office, SAP.
- Good Communication Skills.
- Intra departmental coordination for ISO tanks/MEGC Logistics documentation

Behavioural/Leadership Skills required

- Involvement and commitment towards work-responds well to deadlines.
- Customer Orientation (internal and external)-Corrects problems promptly & in compliance of statutory deadlines.
- Adherence to systems-Escalates issues when cause of error/performance lapse is beyond own sphere of influence.

Competency Required

Entrepreneurial Drive	Customer Service Orientation	Analytical Thinking	Managing Self
Taking Initiative Achievement Orientation Risk Taking Ability	Service Delivery Value Addition Listening & Responding	Conceptual Thinking & Problem Solving Cognitive Behaviour Lateral Thinking	Self Discipline Self Awareness Time Management
Energetic & tenacious ability to deliver, taking initiatives involving calculated risk. The rationale is that for effective implementation, intellectual analysis is not sufficient. It demands a bias for action that is taking rapid entrepreneurial decisions and the energy, tenacity and resilience to overcome obstacles.	The degree to which one focuses efforts in discovering the needs of individuals or customers and provide them a high quality service in an efficient and an effective manner. It is concerned with performing work constantly and consistently to a level, so that customer demands are met and exceeded consistently.	It is a purposeful, reasoned and goal oriented thinking. The ability to solve problems using a systematic approach. It involves visioning the future goals to be achieved, collecting the information, analyzing the cost, risk and the chances of success involved, by taking the right decision.	It is the ability to know your triggers, preferences, and the internal resources and be able to apply them to guide the performance. It would include goal setting, decision making, focusing, planning, organizing, taking initiative and taking calculative risk to achieve the goals in the given time period.

5. RELEVANT AND TOTAL EXPERIENCE

- 12+ years of experience in Import and Export operations

6. PREFERRED INDUSTRY

- Manufacturing & Freight Forwarding Industry