

JOB OPENING – REQUISITION FORM 14.03.2019

Sr. No.	Heads	Details
1.	Name of Employer	CMA CGM Shared Service Centre (India) Pvt. Ltd
2.	Nature of Business Postal Address	Backend Operations (Shipping)
3.		CMA CGM Shared Service Centre (India) Pvt. Ltd 3rd Floor, Kalpataru Prime, Wagle Industrial Estate, Thane (W), Maharashtra - 400604.
4.	Tele., E-mail & Website	49355600 ssc.sgawali@cma-cgm.com ssc.vnaidu@cma-cgm.com www.cma-cgm.com
5.	Contact person's name, designation, Tele. No. & e-mail	Snehal G / Vrushali Naidu 74004 50024
6.	Vacancy description :	
	.1 Position including nature of work	Job Description attached
	.2 Number of vacancies	Graduate Freshers (80) Shipping Experience (40)
	.3 Approx. monthly compensation & other benefits	As per Market Standards + Sodexo Meal Voucher and Transport
	.4 Location of Employment	Thane / Airoli
	.5 Any other details	MANDATORY ELIGIBILITY CRITERIA <input type="checkbox"/> Good Typing Skills <input type="checkbox"/> Good spoken and written English communication skills <input type="checkbox"/> Open to work in Rotational Shifts including Night Shifts

Description of Role and Responsibilities	
Position:	Executive
Function:	Shipping Operations
Sub-Function:	Export / Import Process
Reporting to:	Supervisor
Number of Direct Reportees	NA
Location	Thane / Airoli

Role / Tower Description (Describe in a line)
<p>Export Process is responsible for creating draft bills of lading based on the shipping instruction received from customer. Bills of lading follow the contract of carriage physically. Terms of contract of carriage are governed by Bills of lading.</p> <p>Import Process is the last part of the shipping cycle and performs final data check, customs filing, followed by sending of, notice of arrival to customers.</p>

Objective of the Position (Describe in a line)
<p>Export Process - To ensure BL Drafts are created with Accuracy & to ensure set procedures are followed</p> <p>Import Process - To ensure Arrival Notification & Invoices are send out as per set schedules</p>

Qualification	Any graduate
Experience	0-2 Years
Certifications (if any)	NA
Knowledge (Domain and IT)	<p>Graduate in any Stream (Excluding B.E, B. Tech & I.T.)</p> <p>Good Typing Skills</p> <p>Good spoken and written English communication skills</p> <p>Open to work in Rotational Shifts including Night Shifts</p>

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