

Sr. No.	Heads	Details
1.	Name of Employer	Torq Commodities Private Limited
2.	Nature of Business	Commodity Trading- Mainly Coal and Agri Products.
3.	Postal Address	10 th Floor, Shah Prima, Plot No- 20, Kharghar Station Rd, Sec 2, Navi Mumbai
4.	Tele., E-mail & Website	hr@torqcommodities.com / +91 86556 49400
5.	Contact person's name, designation, Tele. No. & e-mail	Deepa H , Manager- HR, +91 8433917723 hr@torqcommodities.com
6.	Vacancy description :	
	.1 Position including nature of work	Handling Break Bulk Vessel's (Steam Coal), Pertaining to Pre-post shipment documentation. Checking Statement of Facts (SOF), Prepare lay-time calculation & Bunker Reports. Co-Ordinate with Vessel Agent & Owner. Make Bill of Landing, COO, LOI, Invoicing, Insurance, Sales Agreement, Voyage Instruction. Handling Vessel's related supporting documentation
	.2 Number of vacancies	1
	.3 Approx. monthly compensation & other benefits	20k to 30k. pm Medicclaim – After Probation.
	.4 Location of Employment	Kharghar (Navi Mumbai)
	.5 Any other details	Good English communication skills. Should be able to work with minimum supervision. Aggressive and eye to details.

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