**JOB OPENING – REQUISITION FORM23.12.2019**

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| **Sr. No.** | **Heads** | **Details** |
| 1. | Name of Employer | Torq Commodities Private Limited |
| 2. | Nature of Business | Commodity trading company |
| 3. | Postal Address | 9th Floor, Shah Prima, Kharghar Station Rd, Sector 2, Plot No. 13,Kharghar, Navi Mumbai, Maharashtra 410210 |
| 4. | Tele., E-mail & Website | 9324947602 |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | DeepaHegde – HR Managerhr@torqcommodities.com8433917723Lisa Jacob – HR Executivecareers@torqcommodities.in9324947602 |
| 6. | Vacancy description : |
| .1 Position including nature of work | * Relevant experience of 2 to 3 years.
* Preparing the entire pre-shipment & post shipment documentation based on Client's mode of payment.
* Also, to ensure that shipments are in compliance with the laws and Bank regulations governing the export industry.
* Preparing and verifying Shipping documents i.e. Invoice, Packing list, Itemized Packing List (Weight List), Certificate of Origin, Certificate of Non- Wood, Certificate of Non-Radioactivity, Insurance Certificate, Exporter Certificate, Shipment Advise, Delivery Note & Legalized Documents as per the Letter of credit and customs & consignees requirements.
* Preparing Proforma Invoice for making advance payment.
* Keep track of invoices and prepare reports to expedite the billing process for Accounting Purpose.
* Preparation of Online Insurance Certificates.
* Preparing shipment weekly status report drafting the daily, weekly, monthly Reports
* Coordinating with the shipping line for fetching shipment details and release of final OBL/ Drafts/Waybills to timely complete the process based on Sales Contract and delivery deadlines.
* Preparing Proof of Export documents and submitting to Customs Department.
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| .2 Number of vacancies | 2 |
| .3 Approx. monthly compensation & other benefits | UptoRs. 25,000 per month. |
| .4 Location of Employment | Kharghar, Navi Mumbai |
| .5 Any other details | * Good English Communication Skills.
* Should be confident
* Similar Experience into Trading House/ Agri - exports/ Manufacturing.
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