**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 Manager  [hr@torqcommodities.com](mailto:hr@torqcommodities.com)  8433917723  Lisa Jacob – HR Executive  [careers@torqcommodities.in](mailto:careers@torqcommodities.in)  9324947602 |
| 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. |
| .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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