**JOB OPENING – REQUISITION FORM27.12.2019**

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| **Sr. No.** | **Heads** | **Details** |
| 1. | Name of Employer | Goodrich Logistic Pvt. Ltd. |
| 2. | Nature of Business | Management & Marketing |
| 3. | Postal Address | 401, 4th Floor, Balaji Arcade, Plot No357, Central Avenue road, Near Diamond Garden, Chembur(E), Mumbai – 400071. |
| 4. | Tele., E-mail & Website | Tele: 022- 62862900 / 933  Web Site: [www.goodrichindia.com](http://www.goodrichindia.com) |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | Ms. Varsha- 9167630140, -- Deputy Manager HR  Ms. Monika- 8657592991 – HR Executive  E- Mail: [varshas@goodrichindia.com](mailto:varshas@goodrichindia.com) , [frontdesk@goodrichindia.com](mailto:frontdesk@goodrichindia.com) |
| 6. | Vacancy description : | |
| .1 Position including nature of work | As attached File. |
| .2 Number of vacancies | 05 |
| .3 Approx. monthly compensation & other benefits | Find below in mail. |
| .4 Location of Employment | Trainee or intern for Mumbai location (candidate should be ready to work in West Africa - Dakar, Senegal and Abidjan, Ivory Coast if required) |
| .5 Any other details | No |

**JOB DESCRIPTION**

Ensure successful movement of cargo.

Prioritize the work flow for cargo movements to ensure customer and vendor

satisfaction

Ensure the timely movement of cargo from origin to destination to fulfill customer’s

instructions and ensure procedures for taking bookings are followed at all times.

Coordinate with customs brokers to obtain release documents in a timely manner to

maximize productivity of the warehouse.

Process claim paperwork timely and accurately with carriers.

Verify on-boards and forward necessary correspondence to customers.

Check vendors and customers in at dock office in a professional manner.

Approach each file and customer as an opportunity to exceed expectations and build

customer confidence.

Coordinate all necessary deliveries while maintaining our strict delivery guidelines...

Make sure all necessary reports and records are complete, timely, and accurate.

Make sure the department provides the support required by other departments and

stations to maximize customer and vendor satisfaction and optimize profit.

Complete responsibilities for all accounting-related functions to achieve goals

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