**JOB OPENING – 29.10.2021**

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| **Sr. No.** | **Heads** | **Details** |
| 1. | Name of Employer | Traydo Logistics Pvt. Ltd. |
| 2. | Nature of Business | Freight Forwarding – Ocean & Air Operations |
| 3. | Postal Address | A-402, POLARIS, Off Marol - Maroshi Road,  Marol, Andheri East, Mumbai – 400 059 |
| 4. | Tele., E-mail & Website | Tel     : +91 22 4610 1000  E-Mail: info@traydo.com  Website: In progress |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | Vineet Parkar (Manager – Operational Strategy)  +91-9619690379  vineet.parkar@traydo.com |
| 6. | Vacancy description : | |
| .1 Position including nature of work | Details enclosed in the JD |
| .2 Number of vacancies | 01 |
| .3 Approx. monthly compensation & other benefits | 6 LPA to 7 LPA |
| .4 Location of Employment | A-402, POLARIS, Off Marol - Maroshi Road,  Marol, Andheri East, Mumbai – 400 059 |
| .5 Any other details | NA |

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Job Title: Asst. Manager - Customer Service

Job Location: Andheri East, Mumbai.

Job Description

We have an exciting opportunity for an Asst. Manager - Customer Service to independently handle

customer service desk for ocean exports and imports.

Key Responsibilities:

 Handling of Key Account business of Ocean Exports by sea, which includes entire coordination

with both shipper, consignee, Carrier, Freight Forwarders, Transporters, CHA for CFS and Factory

Stuffing of containers / LCL cargo.

 Co-Ordination with Overseas Office for Nomination Shipment & Handling Nomination Shipment.

 Responsible for managing and reviewing export and import operations in accordance to ocean

freight business and customer needs

 Co-Ordination with Sales & Documentation team for Shipment Procedures.

 Sending Quotation to customers for Ocean Exports & Imports.

 Should Handle Hazardous & Reefer containers.

 Should Handle Over Dimensional Cargo.

 Establish & maintain a strong working relationship with Customers to get more business with

existing customers.

 Manage reporting requirements of department such as DSR, Operation Tracking Report;

 Time management, prioritizing tasks and meeting deadlines. Produce quality work even when

under extreme time pressure & deadlines.

Job Requirements:

Bachelor’s degree in Commerce, Logistics or related field with over 8 years of experience in the job offered,

out of which at least 4 years of experience in Ocean Export and Import.

Should have handled shipment for a minimum volume of 150 containers per month.

Skills / Requirements:

 Advanced skills in MS Word, Outlook, and Excel.

 Ability to make effective decisions under pressure.

 Ability to gather and interpret relevant data and information

 Exceptional customer service skills

 Excellent communication and interpersonal skills

 Good telephone and E-mail etiquette and skills

 Good knowledge of English language (verbal/written) skills

 Ability to think analytically and should be a problem solver.

Work Schedule:

Monday to Friday, 5 days a week (9:00 a.m. to 6:00 p.m.)

Office Location:

Traydo Logistics Pvt. Ltd.

A-402, POLARIS, Off Marol Maroshi Road,

Marol, Andheri East, Mumbai – 400 059, INDIA

Tel : +91 22 4610 1000

About Traydo Logistics Pvt. Ltd.:

Traydo Logistics Pvt. Ltd. is specialist in Global Freight Forwarding, Project Logistics and international

transportation. We offer wide range of services through our offices in India and our agency network across

the globe. We are an established company with a proven track record of handling Global Freight

Forwarding, Projects and Heavy Lifts to or from India. Our team of dedicated professionals takes great pride

in providing best in class global logistics solutions to our customers across different industry segments.

Our primary business is focused on Global Freight Forwarding, our services include:

- Ocean Freight

- Air Freight

- Multimodal Transportation

- Projects & Heavy Lift Transportation

- Projects customs broking

The Traydo Logistics Pvt. Ltd.:

When our clients deal with us, they can be assured of following:

- We will be transparent and truthful in all our dealings.

- We will deal in a fair manner.

- We will always respond in time

- We will walk that extra mile each and every time clients need help.

- We will offer competitive rates which help our clients to do more business with their customers.

- We will do timely follow up and provide regular updates