

IMPORT SPECIALIST

JOB DESCRIPTIONS & GENERAL QUALIFICATIONS

JOB DESCRIPTIONS

- Placing weekly orders to various suppliers in Europe with the cooperation of sales branches
- Placing airway shipment orders to the related suppliers and organizing air transportation from origin to warehouse including custom clearance process
- Sharing fund transfer details with the supplier.
- Preparing priliminary list of cargo arrived to port to share with custom broker and follow up all process until system entrance
- Informing tax form of custom clearance completed to finance dep.
- Entering cargo details to internal system after custom clearance completed and reporting.
- Informing about details of items imported which are subject to import license after completion and reporting monthly basis to ministry.
- Archiving of declarations to be collected from sales branches properly.

GENERAL QUALIFICATIONS

- University graduate from a reputable university, preferably in Chemistry, Biology, Foreign Trade, Chemical Engineering,
- Excellent command of English, both written and verbal,
- Proficiency in Ms Office (Word, Excel, Power point)
- Analytical Minded, Innovative, Result Oriented and Good at Team Work,
- Result oriented team worker and eager to take initiative,
- Excellent oral and written communication skills in English,
- No military obligation for male candidates
- Preferably residing on the European side

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