

Job Vacancy Name: Jr. / Sr. Documentation Executive (Export & Import)

Location: Ahmedabad

Overview:

Join our team as a Documentation Executive (Export & Import) at Kotak Loggisticss (Dept of Kotak Global Tradlinks Pvt Ltd), a leading International Freight Forwarder. We're seeking a detail-oriented individual to manage and coordinate all aspects of documentation related to customs clearance and freight forwarding operations.

Responsibilities:

- Prepare and process documentation for customs clearance (export / import) and freight forwarding activities in compliance with regulatory requirements.
- Coordinate with clients, suppliers, and government agencies to obtain necessary documentation and approvals for shipments.
- Ensure accuracy and completeness of documentation, including bills of lading, shipping manifests, commercial invoices, and customs declarations.
- Verify documentation for accuracy, completeness, and compliance with customs regulations and company policies.
- Communicate effectively with internal teams, external stakeholders, and government authorities to resolve documentation issues and facilitate smooth clearance and transportation of goods.
- Maintain organised and up-to-date records of all documentation related to shipments, including electronic and physical files.
- Assist in the preparation of reports, statistics, and documentation for management and regulatory purposes.
- Stay updated on changes in customs regulations, import/export requirements, and trade compliance standards to ensure documentation practices remain current and compliant.
- Provide support and assistance to other departments as needed to ensure timely and accurate documentation processing.

Qualifications:

- Bachelor's degree in Logistics, Supply Chain Management, Business Administration, or a related field.
- Proven experience in documentation management, preferably in the customs brokerage or freight forwarding industry.
- Strong knowledge of customs regulations, import/export procedures, and trade compliance requirements.
- Excellent attention to detail and organizational skills.
- Effective communication and interpersonal abilities.
- Proficiency in MS Office applications and documentation management systems.
- Ability to work independently, manage multiple tasks, and meet deadlines in a fast-paced environment.

Join our team and play a vital role in ensuring the smooth and compliant processing of documentation for customs clearance and freight forwarding operations. Apply now on info@kotakloggisticss.com to explore more opportunities. Freshers may apply.