

## Executive – Export documentation

### Description

Must be with good communication skills both vocal & writing

High coordination and persuasion skills

Complete knowledge of export documentation including invoice preparation, shipping documents and various embassy approval process for export documents.

Reasonable MS office knowledge to prepare reports

Punctual and disciplined

Experience in the similar field for more than 3 years

### Responsibilities

To process the documents for export material.

liaison with relevant authorities for a smooth process

Prepare documents in advance as per import country requirements.

Should be willing to work on demand basis.

### Qualifications

Any Graduate with relevant experience.

3 years' experience.

### Job Benefits

Salary as per industry standards

### Contacts

[rizwan@talenttide.in](mailto:rizwan@talenttide.in)

### Hiring organization

Talent Tide

### Employment Type

Full-time

### Beginning of employment

Immediate

### Duration of employment

permanent

### Industry

Food Tech

### Job Location

Hyderabad, Telangana, India

### Working Hours

10 to 7

### Date posted

March 10, 2021