

Requisition ID: 2016014

Job Position: Manager (Imports Coordination)

Location: Ahmedabad

Job Summary: Provide assistance in imports coordination

Key Responsibilities:

- Monitor shipments and Customs clearance. Communicate status, delays to appropriate parties. Resolve shipment issues, and possess the ability to determine when to elevate to management for resolution.
- Maintain Import and Export document files in accordance with government regulations and Company policy.
- Receive material requisition from site/ store.
- Compare quotations received from vendors for SCM, clearing of goods and negotiate for best quotations,
- Prepare order confirmation based on prices and services quoted by service providers.
- Process order follow-up with suppliers, material tracking, MIS updation.
- Co-ordinate with accountants and management for payment related issues.
- Procurement of imports goods such as Tubular, Floating Equipment, Ball and baffles , packers, bits , chemicals. Well heads and Xmas tree.
- Assist vendors with preparation of commercial documents for international transactions.
- Assemble details (document requirements, routing instructions, tariff codes, etc.) and furnish to vendors. Review final documents.
- Perform Administrative tasks: copying, filing, faxing, scanning.
- Handle all procedures and queries relating to central excise and customs
- Handle all applications (EC etc.) for exemption of customs duty and excise duty etc.
- Shall be responsible for filing of consumptions report for all imports and inter block transfer.

Qualification and Experience:

- Minimum Qualification: M.Com/MBA
- Experience: Minimum 5 Years in oil and gas industry and CBM operations

Key Competencies:

- Strong technical skills
- Team working skills
- IT skills