



Position: Exports Executive
Division: Sugar Projects Division
Location: Mumbai
Experience: 3+ years of relevant experience
Qualification: Any Graduate and Diploma in Import and Exports (Preferred but not compulsory)

Shrijee is a globally known supplier of turnkey sugarcane factory and sugar refinery projects. Established in 1976, Shrijee has supplied its equipment to more than 400 sugar factories in India and to leading sugar producers in more than 35 countries. The corporate headquarters are in Mumbai (India) and regional offices are in Lucknow, Pune, Ahmednagar and Chennai. Shrijee has three fully equipped manufacturing facilities located in the western and southern parts of India.

We have more than 160 people in our team, including 50 Engineers and 15 MBAs. In addition to these, at any given time, we usually have 100-200 people working on our sites in India & overseas.

We are looking for an “**Exports Executive**” for our Mumbai office. Candidate will report to the DM – Exports & Shipping.

Responsibilities include:

1. Preparing complete list of documents pertaining to export shipping documentation based on L/C and/or other credit terms.
2. Co-ordinate closely with the logistics/shipping company/agents for scheduling and booking shipments to ensure smooth and timely cargo delivery.
3. Preparing Export Invoice/Packing list.
4. Taking care of export documentation like shipping bill, B/L, Bank & DGFT for ebrc & Licenses.
5. Filing refund claims under rebate.
6. Maintain Sales & Purchase Statement and Payment updates.

We are looking for:

1. 3+ years of work experience in Import & Exports department.
2. Good written and verbal communication skills.
3. Strong computer skills (MS Word, MS Excel, MS PPT, Internet) and Typing Speed.
4. Team spirit, good work ethic and high integrity (we do a thorough background check).

The salary offered will be competitive. We offer a professional work environment. Please see our website for details about us: www.shrijee.com. If interested, please send resume and cover letter to:

Shrijee Group

A-504 | 505, Dynasty Business Park, Near Chakala (JB Nagar) Metro Station,
Andheri-Kurla Road, Andheri (East), Mumbai – 400059, Maharashtra. INDIA.
Phone: + 91 2240501000 | E-mail: careers@shrijee.com

In case of e-mail applications, please put “**Exports Executive**” in the subject line.