

JUNIOR EXECUTIVE I (S&D)

JOB TITLE	Junior Executive I (S&D)	DEPARTMENT	Supply & Distribution
LOCATION	Ennore Terminal	DIVISION	Finance
ANNUAL CTC	6.50 LPA	IN-HAND MONTHLY	33k approx. + Reimbursemnt

RESPONSIBILITIES

<i>Area</i>	<i>Key Activities</i>
Comprehensive	<ul style="list-style-type: none"> • Prepare financial accounting reports and statements • Manage receipts and disbursements • Responsible for payment of letter of credit (LC), bank guarantees and foreign remittances (if required) • Letter of Credit Reimbursement, letter of credit negotiation, processing of import and export LC transactions, lodgment of Import and collection bills. Import bill realizations • To manage all imports of company merchandise • Responsible for the liaison and relationship management with suppliers, custom agents, shippers etc. • Provide information and support to external auditors • Review compliance to accounting policies and practices • Manage guarantees of debtors and creditors

QUALIFICATIONS

<p>Educational Qualifications</p> <ul style="list-style-type: none"> • Bachelor’s and/or master’s degree in commerce from a recognized institution. <p>Experience</p> <ul style="list-style-type: none"> • 2 years work experience having hands on experience in invoicing of load through SAP. <p>Skill Set Requirement</p> <ul style="list-style-type: none"> • Basic knowledge of stock reconciliation. • Knowledge of preparing monthly reports • Ability to co-operate and co-ordinate with other related functions in getting work done on time • Basic knowledge of inventory management, warehouse management and procurement and constantly taking feedback from the division in-charges. • Well versed with MS office applications • Strong communication skills. • Should exhibit conceptual and analytical thinking. • Ability to liaise with the vendors and build in-house capacity of motivated individuals. • Professional work ethics.
