**JOB OPENING – REQUISITION FORM 23.04.2017**

|  |  |
| --- | --- |
| **Position Vacant/ Job Title\*** | Customer Service Manager(Logistics Industry) |
| **Number of Vacancies** | 1 |
| **Organization Name\*** | Associated Global Logistics Pvt. Ltd. |
| **Company Profile** [Industry, Size, Products/Services, Standing in India/World etc.] | Service Industry from last 15 years in Import Freight Forwarding. Pan India have presence with 24 offices |
| **Industry Type\*** | Logistics – Freight Forwarding |
| **Job Description / Responsibilities\*** | For Customer Service Manager, We prefer to have below qualities :1. Strong functional knowledge of Ocean Imports2. Contacts with carriers, consolidation & CFS3. Ownership of the work4. Able to lead the team5. Error free and timely work.6. Must be a multitasker7. Be accountable for Team and their responsibilities work.8. Monitoring of day to day work and reporting pendency at end of the day9. Good Communication skillsGetting below activities done through team:1) Getting KYC Details2) Job Entry3) System Entry4) Follow up and Recovery of outstanding payments5) Daily 5 outbound phone calls made by the each team member to the customer for business development.6) Co ordinating with all the vendors & customers7) Movement of container to CFS &Destuffing.8) Managing team's performance9) Motivating the team10) Co – ordination with overseas associates |
| **Min.Exp\*** | 5 years above |
| **Max.Exp. \*** | 14 years |
| **Location \***[max 3 cities to be mentioned in 1 posting] | Only Mumbai (Chembur) |
| **Response Source\***(Email Id /E-apps/url) | Email Id  - hr@agl.co.in |
| **Compensation /Annual CTC**it is mandatory to share the Annual CTC Range which could be further hidden/displayed as per your Preference. | 4 – 5 lpa. (Can be considered during interview if exceptionally good.) |
| **Keywords** | Customer Service Manager, Ocean Imports, Freight Forwarding, Logistics Industry |

**Website**

 <http://www.agl.co.in/>

**JOB OPENING – REQUISITION FORM 19.04.2018**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Heads** | **Details** |
| 1. | Name of Employer | Associated Global Logistics Pvt. Ltd. |
| 2. | Nature of Business | Service Industry from last 15 years in Import Freight Forwarding. All over India have 23 offices |
| 3. | Postal Address | 1402, 14th Floor, Vikas Centre, Opp. Chembur Golf Club, Chembur East Mumbai 74 |
| 4. | Tele., E-mail & Website | 022 - 61281900 |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | MrsShilpa Shah Dikshit (HR)022 – 61281930hr@agl.co.in |
| 6. | Vacancy description : |
| .1 Position including nature of work | Documentation Manager 1) Getting KYC Details2) Docket Entry3) System Entry4) Manifest filing5) Periodic tracking6) Generating CAN cum Freight Invoice7) Issuance of Delivering order8) Movement of container to CFS &Destuffing.9) Zero Error online manifesting10) Managing team's performance |
| .2 Number of vacancies | 1 |
| .3 Approx. monthly compensation & other benefits | 3 – 6lpa (Depending on person's interview & skills and experience |
| .4 Location of Employment | Chembur |
| .5 Any other details | Ocean Import Documentation, Freight Forwarding background |

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*