**JOB OPENING – REQUISITION FORM 23.04.2017**

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| **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 Imports  2. Contacts with carriers, consolidation & CFS  3. Ownership of the work  4. Able to lead the team  5. Error free and timely work.  6. Must be a multitasker  7. Be accountable for Team and their responsibilities work.  8. Monitoring of day to day work and reporting pendency at end of the day  9. Good Communication skills  Getting below activities done through team:  1) Getting KYC Details  2) Job Entry  3) System Entry  4) Follow up and Recovery of outstanding payments  5) Daily 5 outbound phone calls made by the each team member to the customer for business development.  6) Co ordinating with all the vendors & customers  7) Movement of container to CFS &Destuffing.  8) Managing team's performance  9) Motivating the team  10) 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**

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| **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 – 61281930  hr@agl.co.in |
| 6. | Vacancy description : | |
| .1 Position including nature of work | Documentation Manager  1) Getting KYC Details  2) Docket Entry  3) System Entry  4) Manifest filing  5) Periodic tracking  6) Generating CAN cum Freight Invoice  7) Issuance of Delivering order  8) Movement of container to CFS &Destuffing.  9) Zero Error online manifesting  10) 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 |

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