**JOB OPENING – REQUISITION FORM**

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| **Sr. No.** | **Heads** | **Details** |
| 1. | Name of Employer | Indus Container Lines Pvt. Ltd. |
| 2. | Nature of Business | Shipping, NVOCC Business |
| 3. | Postal Address | 1st Floor, D. C. Silk Mills Compound,  Chunawala Estate, Kondivita Road,  Andheri (E), Mumbai - 400059. |
| 4. | Tele., E-mail & Website | 9819448548, [hrd@induscontainer.com](mailto:hrd@induscontainer.com) |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | Susheel Soneji  Asst. Manager – HR |
| 6. | Vacancy description : | |
| .1 Position including nature of work | Import Documentation Executive  5-7 Years of relevant Import Doc. Exp.  Preferably from NVOCC industry |
| .2 Number of vacancies | 1 |
| .3 Approx. monthly compensation & other benefits | 25K |
| .4 Location of Employment | Andheri East |
| .5 Any other details | We, Indus Container Lines Pvt. Ltd. (ICL), offer dependable Liner services since 2004 as a Non Vessel Operating Common Carrier (NVOCC). With our rapid growth and expansion, we are seeking for energetic candidate for below mentioned position to be a part of our team.  **Qualification**: - Graduate (Any Field)  **Required Skills**: - Excellent Oral & Written communication skills.  **Position: - Sr. Exe. / Executive – Import Documentation**   * The Candidate should be a Graduate with minimum 5-7 years of experience in NVOCC industry. * The Candidate will be responsible for IGM Filing, Issuing Delivery Order (DO), Invoicing, etc. * The candidate must be able to independently correspond and communicate with Clients, ICD’s and Carriers. |

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