**JOB OPENING – REQUISITION FORM11.12.2018**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Heads** | **Details** |
| 1. | Name of Employer | Universal Logistics & Services |
| 2. | Nature of Business | Logistics Services comprising of Freight Booking , Customs Clearance ( Air & sea ) , Marine Insurance , Transportation. |
| 3. | Postal Address | 302 , Prabhat Centre ( Annex ) , Sector – 1A , Near CBD Belapur Police Station , CBD Belapur , Navi Mumbai – 400 614. |
| 4. | Tele., E-mail & Website | Cell number : - 8097080902  Email : docs@uslogistics.in |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | MsKalpana Pandey  Cell number : - 8097080902  Email : docs@uslogistics.in |
| 6. | Vacancy description : | |
| .1 Position including nature of work | A Experienced Sales Manager in Logistics  B) Experience in documentation with Import & Export firm  C) Require Experience Accountant |
| .2 Number of vacancies | 05 |
| .3 Approx. monthly compensation & other benefits | As per Company policy |
| .4 Location of Employment | Navi Mumbai and Mumbai Jurisdiction |
| .5 Any other details |          Preferably, Graduate with minimum 4 to 5 years of experience in Logistics/Freight    Forwarding Company.           Must be computer savvy and self  starter.           The candidate should have high  degree of customer relation.           Should be result oriented.           Candidate must have in-depth knowledge and exposure in developing Sea/Air freight business.           Has excellent communication skills, must have a consultative sales approach and be a strong persuader and influencer with business prospects as well as internally           Is highly driven, is self-motivated, target orientated with interactive ability to communicate, and generate new business.           should be aggressive and smart worker.           He  should possess strong negotiation and interpersonal skills. |

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