

Job Title: Executive / Senior Executive – Logistics

Experience: 2–6 Years

Qualification: Graduation / Post Graduation, Logistics, Business Administration, or a related field

Location: Ramayapatnam, Kavali, Nellore.

Employment Type: Full-time

Open Positions:

1. **Domestic Logistics Executive/ Sr. Executive**
 2. **Import & Export Logistics Executive/ Sr. Executive**
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Key Responsibilities:

For Domestic Logistics Executive:

- Plan and coordinate domestic shipments, ensuring timely dispatch and delivery.
- Monitor transportation schedules and optimize loadability as per the daily dispatch plan.
- Handle daily MIS preparation, tracking shipments, and updating stakeholders.
- Liaise with transporters, warehouses, and suppliers to ensure smooth operations.
- Prepare RFQ, obtain quotations from service providers, and create comparative statements.
- Ensure proper documentation and timely submission of bills to accounts department for freight and logistics services.
- Analyze logistics costs and suggest cost-effective transportation solutions.

For Import & Export Logistics Executive:

- Manage end-to-end import and export logistics, including shipment planning and execution.
 - Ensure compliance with customs regulations, documentation (BLs, invoices, packing lists, etc.), and regulatory requirements.
 - Maintain up-to-date knowledge of customs rules and regulations, HSN codes, and EXIM schemes like EPCG, IGCR, and MOOWR.
 - Coordinate with freight forwarders, customs brokers, and shipping lines for smooth clearance.
 - Track international shipments and mitigate risks related to delays, duties, and compliance.
 - Prepare and maintain MIS reports on import/export movements, costs, and lead times.
 - Handle vendor negotiations for freight and forwarding services.
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Skills Required:

- Strong knowledge of **domestic logistics** (loadability, route planning) OR **import/export regulations** (customs clearance, EXIM policies).
 - Proficiency in **SAP SD module** for logistics operations and documentation.
 - Strong analytical and problem-solving skills.
 - Hands-on experience in **daily MIS preparation and reporting**.
 - Excellent communication and coordination skills for supplier and transporter interactions.
 - Ability to work in a fast-paced environment and manage multiple shipments effectively.
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Growth Opportunities:

- Exposure to **end-to-end supply chain processes** in domestic and international logistics.
- Career advancement to managerial roles based on performance.
- Opportunity to work in the **renewable energy sector**, contributing to sustainability.
- Professional development through industry certifications and training.