



## VACANCY – IMPORT/EXPORT COORDINATOR

### About NXT Trade & Agency India Services (NXT TRADE)

NXT TRADE offers its international clients a broad spectrum of Market Expansion Services (MES). We specialize in developing new markets, opening sales channels and managing supply chains for European based producers, retailers, e-commercial platforms and brands. We service our customers by responsibly managing their foreign operations and are committed to achieving a solid local presence and meeting the needs of each entrepreneur and company who trusts NXT TRADE in handling its international business expansion and operation.

### Job Description:

In our office in Bangalore NXT TRADE offers the import/export coordinator the opportunity to work in the midst of our international team. The import/export coordinator interfaces with customs agents, warehouse staff, shipping department, forwarders and clients. He/she assists with shipping, receiving and record keeping for International Trading Transactions. The import/export coordinator will work in close relation with the Head of Business Support services at the Bangalore office.

### Requirements:

- A bachelor's degree in logistics or a business-related field.
- Minimum experience 2 years with handling import & export transactions
- The candidate should have a thorough knowledge of Indian customs procedures and documentation handling
- The import/export coordinator should have knowledge of at coordinating air, sea and road-freight shipments.
- Customer service and negotiating skills to deal with the demands of overseas and local clients.
- Familiar with the legal requirements regarding importing and exporting shipments.
- Tech savvy with proficiency in Microsoft Outlook, Word, and Excel; 100% comfortable utilizing and navigating the internet.
- Excellent communication skills, organized, able to work effectively in a time constrained environment and meet strictly enforced daily deadlines



**Activities:**

- Maintaining contact with clients and third parties (freight forwarder, customs, banks etc..) about shipments
- Liaising with third parties to move goods (by road and air mainly) in accordance with customer requirements
- Determine method of shipment, and prepare bills of lading, invoices, packing lists and other shipping documents.
- Check import/export documentation drafted by third parties
- Verifying all documentation adheres to import-export policies and laws.
- Keep records of all goods shipped
- Contact vendors and/or claims adjustment departments in order to resolve problems with shipments, or contact service depots to arrange for repairs.

Are you the multifunctional import/export coordinator we are looking for? Please send your CV and motivational letter to [b.kavitha@nxt-group.email](mailto:b.kavitha@nxt-group.email) citing the subject NXTIND/IMPEX