



Position: Executive - Exports
Division: Sugar Machinery
Location: Mumbai
Experience: 2-5 years relevant experience
Qualification: B.Com/M.Com/ Diploma in Exports and Import (preferred but not compulsory)

Shrijee is a globally known supplier of turnkey sugarcane factory and sugar refinery projects. Established in 1976, Shrijee has supplied its equipment to more than 400 sugar factories in India and to leading sugar producers in more than 22 countries. The corporate headquarters are in Mumbai (India) and regional offices are in Delhi, Ahmednagar and Chennai. Shrijee is represented overseas by local partners in many countries. Shrijee has four fully equipped manufacturing facilities located in the western and southern parts of India.

Shrijee also offers solar structures, sugarcane farming equipment, heavy fabrication, wind-powered exhaust fans and engineering spares. We have more than 165 people in our team, including 39 engineers and 13 MBAs. In addition to these, at any given time, we usually have 150-250 people working on our sites in India & overseas.

We are looking for a Executive - Exports for our Mumbai office. The Executive will report to the Manager - Exports.

Responsibilities include:

1. Preparing complete list of documents pertaining to export shipping documentation based on L/C and/or other credit terms.
2. Co-ordinate closely with the logistics/shipping company/agents for scheduling and bookings shipments to ensure smooth and timely cargo delivery.
3. Preparing Export Invoice/Packing list.
4. Taking care of export documentations like shipping bill, B/L & certificate of origin, liaison with various government and non government department like central excise (for A.R.E-1, CT-1 & Proof of Export), Bank & DGFT for ebrc & Licenses.
5. Filing refund claims under rebate.
6. Maintain Sales & Purchase Statement.
7. Maintain Bond and CT-1 Statement.

We are looking for:

1. Strong written and verbal communication skills
2. Strong computer skills (MS Word, MS Excel, MS PPT, Internet)
3. Basic knowledge of engineering industry.
4. Team spirit, Good work ethic, High integrity (we will do a thorough background check)

Salary offered will be competitive. We offer a professional work environment. Please see our website for details about us: www.shrijee.com

If interested, please send resume and cover letter to:

Shrijee Group

A-504, Dynasty Business Park,
Andheri-Kurla Road, Andheri (East),
Mumbai - 400059.
Phone: + 91- 22 -4050 1000
E-mail: careers@shrijee.com & sbs1@shrijee.com

In case of e-mail applications, please put **“Executive - Exports”** in the subject line.

Shrijee Group

**Sugar Projects
Heavy Fabrication**

**Wind Ventilators
Solar Structures**

Spares

Agricultural Equipment