

Air Export Documentation Executive

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Company: White Force

Location: Navi Mumbai

Category: other-general

Job Description:

Job description KRA's : Preparation of Airway Bill, MAWB, HAWB. Submitting ASI and preparing Gates Pass. Preparing Final Handover Set. Submitting E-AWB.Co-ordination with Customers for Smooth clearance process.Communicating with the Airline for Carting. Co-ordinating with the Airlines for the Amendments. Preparation on Invoices. co-ordinated with the Airlines directly ,AWB Preparation ,AIRLINE for Carting,Have Handover set and knowledge of Other Charges of Airlines , knowledge of preparing Invoices, Works in IATA. Key Skills/Abilities : · Good Knowledge on Airline Booking. · Excellent English Communication Skill (Verbal & Written) · -Ensure the proper and timely movement of freight and information, while providing an exceptional customer service within the Air export department.· -Coordinate with supplier and CHA · -Arranging commercial invoice and packing list from the supplier· -Providing documents to CHA and arranging Checklist· -Handle Pre and Post documents Interact with our customers in arranging their international shipments, pro-actively monitor shipment in-transit and keep customer apprised with regards to arrival times, delays or transit issues and help to ensure we meet or exceed customer expectations at all times.· - Good Communicate to Supplier with Mail and Personal contact· -Set goals and meet with operations lead/supervisor/manager to discuss progress Roles· -Understand department process flow, constantly looking for areas of improved efficiency.· -Ensure timely delivery of freight to customers.

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