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Back Office

Description

Urgent opening for back office operation for an Export Import company .Salary 10,000/- to -12,000/, Location: BBD Bag (Gilander House) Kolkata

Job description

Key Responsibilities:

- Manage and maintain export-import documentation, ensuring compliance with regulatory requirements.
- Coordinate with customs, freight forwarders, and logistics partners for smooth shipments.
- Handle invoice processing, purchase orders, and billing records.
- Assist in preparing reports, data entries, and maintaining records.
- Communicate effectively with international clients, vendors, and internal teams via email and calls.
- Support day-to-day administrative tasks related to export-import operations.
- Ensure efficient handling of database management and file organization.

Required Skills & Qualifications:

- Strong command of spoken and written English for effective communication.
- Proficiency in Microsoft Office (Excel, Word, Outlook) and data management tools.
- Basic knowledge of export-import procedures, documentation, and logistics (preferred but not mandatory).
- Ability to work independently and manage multiple tasks efficiently.
- Detail-oriented with strong organizational and coordination skills.
- No sales or target-based responsibilities.

Eligibility :

Qualification : Graduation

Salary : 10,000/- to 12,000/-

Location : BBD Bag (Gilander House) Kolkata

Company : Export import company

Hiring organization

Asian Paints

Employment Type

Full-time

Industry

Paint

Date posted

June 7, 2021

If you are interested, then send us your CV along with the following details to catalystjobs.hr@gmail.com

1. Current CTC
2. Expected CTC
3. Notice Period
4. Interested onsite Job:
5. Can you join immediately:

Qualifications

Graduation

Contacts

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