

Particulars	JOB DESCRIPTION
Job Title	Operations & Documentation Analyst
Department	Operation/Commercial
Location	New Delhi
Reports To	Manager- Operations
	Key Responsibilities
Objectives	Should be responsible for executing and managing commodity trades efficiently and accurately. The role involves coordinating with business managers, CHA, Shipping agencies, Forwarders and internal department to ensure timely execution and settlement of trade.
1. Brief about the role	<ol style="list-style-type: none"> 1. Should have experience of Agri Industry. 2. Handling production to shipment for third country execution in compliance with contractual requirements & conditions. 3. Contract management: Drafting & issuance of paper contracts & addendums to service providers in accordance to compliance and consistency of the contract terms. 4. Control on export packing material: placing indent to the final consumption & reconciliation accordingly. 5. Inventory control at factory/warehouse, port locations. 6. Accurate and timely co-ordination with internal teams, buyer, overseas offices, shipping line, handling agent, supervision agency and other parties involved in shipment to ensure smooth and timely execution as per contract terms. 7. Should timely nomination to surveyor, vessel Agent and fumigation agency and coordinating for smooth process 8. Ensure SI & DI in line with contract/buyer's requirement as per approved norms. Provide the same well in time to all the concerned agencies. 9. Should check with surveyor on daily basis of container loading/ vessel loading / shore loading and cargo movement from up countries. 10. Ensure daily reporting & status updates of shipments under multiple contracts, cargo positions and high-lighting potential delays. 11. Co-ordination with the international buyers on regular basis regarding their queries & keeping them satisfied by providing them on time replies & information required. 12. Maintaining Reports related to sales, payment, dispatches, production plan, packing material timely arrival, rice excess/shortage, etc. for smooth operations/execution & sharing with the concerned departments & the buyer. 13. Should have expertise in Merchandise Trade operation. 14. Should have expertise in domestic movement of cargo/storing in WHS with state Mandis regulations.
2. Previous Experience and Skill Sets	
	Min 7 years in International trade/Domestic operation experience
3. Educational Qualification:	Bachelor's degree in Commerce, Business Administration, Agricultural Economics, International Trade, Supply Chain Management , or a related field from a recognized university is mandatory . Or a postgraduate degree (MBA/PGDM) in International Business, Logistics, or Operations Management will be considered an added advantage. Certifications in Export-Import Management, Shipping & Logistics, or Trade Compliance are preferable.
Interested candidates can share their CV at surjeet.chandel@ncel.coop	