

**Job Title: Export Manager****Location: National Co-operative Exports Limited (NCEL), Delhi****Reporting:** Business Manager, NCEL

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**Company Description**

National Cooperative Exports Limited (NCEL) is a distinguished National-level co-operative created with the approval of the Union Government and the Ministry of Cooperation in 2023 and registered under the Multi-State Co-operative Societies Act, 2002. It is promoted by five prominent co-operative institutions - The Gujarat Co-operative Milk Marketing Federation (GCMMF, popularly known as the AMUL), Indian Farmers Fertiliser Cooperative Limited (IFFCO), Krishak Bharati Co-operative Limited (KRIBHCO), National Agricultural Co-operative Marketing Federation of India Limited (NAFED), and National Co-operative Development Corporation (NCDC).

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**Job Summary:**

The Export Manager is responsible for managing international sales operations, developing global markets, and ensuring smooth export processes. The role includes market development, buyer engagement, order execution, documentation, logistics coordination, and compliance with export regulations.

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**Key Responsibilities:****1. Market Development & Business Growth**

- Identify new export markets and develop entry strategies.
- Conduct market research to understand demand, pricing, competition, and customer preferences.
- Build relationships with overseas buyers, agents, and distributors.
- Achieve sales targets and expand market presence through direct B2B deals, trade fairs, and digital platforms.

**2. Sales & Customer Management**

- Handle international inquiries, quotations, negotiations, and deal closures.
- Maintain regular communication with clients to ensure satisfaction and retention.
- Ensure timely fulfillment of export orders as per buyer specifications.

**3. Export Documentation & Compliance**

- Prepare and manage export documentation: proforma invoice, packing list, certificate of origin, FSSAI/Phytosanitary, etc.
- Ensure compliance with DGFT, Customs, APEDA, and international trade regulations.
- Coordinate with CHA (Customs House Agent), freight forwarders, shipping lines, and inspection agencies.

**4. Order Execution & Coordination**

- Coordinate with procurement, quality, packaging, and logistics teams for timely execution.
- Monitor dispatches and update clients with shipping and tracking details.
- Resolve client complaints or shipment issues promptly.

**5. Financial Management**

- Follow up on payments, manage LC/BRC/advance/remittance documentation.
  - Coordinate with finance for export incentives (RoDTEP, Duty Drawback), forex hedging, and GST reconciliation.
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**Qualifications:****Education:**

- Bachelor's degree in International Business, Commerce, Agriculture, or related field.
- MBA or PG Diploma in Export Management preferred.

**Experience:**

- 3-5 years of experience in export sales, preferably in Agri-commodities or FMCG sector.
- Familiarity with international trade regulations, incoterms, logistics, and documentation.

**Skills:**

- Strong international sales and negotiation skills.
  - Knowledge of export documentation, DGFT procedures, and incentive schemes.
  - Excellent communication and client-handling skills.
  - Proficiency in MS Office, Tally/ERP, and CRM tools.
  - Language skills and cultural understanding of target markets are a plus.
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**Key Performance Indicators (KPIs):**

- Export revenue achieved vs. target
  - New buyer acquisition count
  - Order fulfillment cycle time
  - Customer satisfaction/retention rate
  - Compliance and documentation accuracy
  - Incentive claims processed (RoDTEP, DBK, etc.)
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**How to Apply:**

Interested candidates should send their resume and portfolio to [Richa.sharma@ncel.coop](mailto:Richa.sharma@ncel.coop); CC: [sneha@ncel.coop](mailto:sneha@ncel.coop); [santosh.kumar@ncel.coop](mailto:santosh.kumar@ncel.coop) with the subject line: "Application – Export Manager".