

Job Description

Global Vectra Helicorp Limited is the largest private Helicopter Company in India, providing seamless, safe and accident free helicopter services for almost two decades. The spectrum of operations of the Company encompasses support to India's Offshore Oil & Gas industry, Onshore operations for State governments (VVIP flying), election flying, heli pilgrimage and much more.

The Company is listed both on the National Stock Exchange and the Bombay Stock Exchange.

Brief Summary of the job: GVHL is looking for a Logistics Executive

Designation: Logistics Executive

Location: Mumbai

Reporting To: Sr. Manager – Procurement & Logistics

Role & Responsibilities: -

- Keep track of import/ export on daily basis
- Coordinate with Freight Forwarders/ CHA's for shipment related query
- Prepare export documents and put up for approval to concerned authorities
- Source rates from shipping lines/ freight forwarders when called for
- Preparing Duty Free Documentation
- Duty Free import clearance, GR waiver
- Obtaining NOC from various Govt. Agencies
- To Avail Export/ Import Incentives

Requirements: -

Education	Graduation from any stream.
Experience	Minimum 01-02 years of in similar stream.
Computer Literacy	Hands on experience on MS Office, especially on Word & Excel.
Salary Range	INR 18,000/- to 25,000/- gross per month

Additional Requirements: -

- Excellent written and verbal communication skill and a good team player
- Focused, reliable and adept at execution
- Ready to take up initiatives & challenging work