

Job Notification No : **BL/CHRD/RECT/O1/2017**

Date : **15th November, 2017**

Name of the Post	Junior Officer [Operations] - FF, Kolkata Code : JO17-17
SBU / Location (This is the current location for the post. However, this is an all India Advertisement. Hence, the place of posting can be anywhere in India or abroad for the current as well as future posts/ vacancies.)	Logistics - Freight Forwarding (FF) - Kolkata
Job Description	The incumbent will be responsible for – <ul style="list-style-type: none"> • Processing of Import & Export documents, • Filing of Bill of Entries & Shipping Bills through ICEGATE, whenever required • Processing of different types of bonds, • Documentation at LCS, • Observing Bond Warehouse using documentation, • Ex bond formalities, • Filing of documents with Customs, • arranging Physical Inspection of Cargo, • obtaining Let Export Order/Out Of Charge, • arranging Survey, • planning requirement of vehicles • arrange loading/unloading of vehicles and delivery • Any other responsibilities assigned time to time. Note : - The above responsibilities mentioned are indicative and not exhaustive.
Grade / No. of vacancies / Minimum Qualification / Max Age / Reservation Details / Eligibility of Persons with Benchmark Disability / Minimum Post Qualification Relevant Experience (years)	Please refer relevant columns posted corresponding to the code JO17-17, Notified under Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening
Important Dates / Application Fee / Grade, Scale of Pay and Compensation / Company Profile & Other General Terms & Conditions	Please refer relevant section of Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening