

Import Documentation Executive

Job Description – Import Documentation Executive

Location: CBD Belapur

Experience: 2–5 Years

Employment Type: Full-Time

Role Overview

The Import Documentation Executive is responsible for managing and coordinating all import documentation activities, ensuring timely clearance, and maintaining compliance with customs and regulatory guidelines. The role requires strong attention to detail, communication skills, and hands-on experience in import processes.

Key Responsibilities

Documentation & Filing

Prepare and verify all import documentation such as BL, AWB, Invoice, Packing List, COO, and other relevant documents.

Coordinate with shipping lines, airlines, CHA, transporters, and overseas agents.

Maintain accurate and updated records for each shipment.

Customs & Compliance

Ensure all documents comply with Indian customs regulations and DGFT norms.

Coordinate with CHA for bill of entry filing and customs clearance.

Track duty payments, taxes, and ensure proper documentation for audits.

Shipment Coordination

Follow up with carriers and agents for shipment status and timely arrival.
Monitor container movement, DO release, IGM filing, and CFS coordination.
Handle pre-alerts, rate confirmation, and shipment-related queries.

Customer Service

Provide timely shipment updates to clients.
Address customer queries and coordinate for smooth delivery.
Share POD and closing documents to customers.

MIS & Reporting

Prepare shipment status reports and daily/weekly MIS.
Maintain cost sheets and communicate any discrepancies.

Required Skills & Competencies

Strong knowledge of import documentation and customs procedures.
Experience working with shipping lines, CHA, CFS, and freight forwarders.
Proficiency in MS Office (Excel, Email, Word).
Excellent communication and coordination skills.
Ability to multitask and work under pressure.