

Job Opportunity

Job Title: AIR/SEA Forwarding Documentation Assistant

Location: 3rd floor,4th cross, 14th Main | 5th sector, HSR layout | Bengaluru-560102 |India

Experience: 2-3 years

Industry: Freight Forwarding

Department: Vertical Import/Export

CTC: 4-5 LPA

Responsibilities:

- Assist in the preparation and processing of air/sea freight documentation including air waybills, shipping labels, customs declarations, and other related paperwork.
- Coordinate with internal teams, clients, and carriers to ensure accurate and timely completion of documentation.
- Verify the accuracy of documentation to comply with regulatory requirements and company standards.
- Assist in tracking shipments and providing updates to relevant parties as needed.
- Support other administrative tasks and duties as assigned by supervisors.
- Assist in resolving any discrepancies or errors in documentation.

Requirements:

- Prior experience in a similar role within the freight forwarding or logistics industry is preferred.
- Strong attention to detail and accuracy in documentation processing.
- Excellent organizational and time management skills with the ability to prioritize tasks effectively.
- Proficiency in using computer software for documentation processing and record-keeping.
- Good communication skills, both written and verbal.
- Ability to work well independently as well as part of a team.
- Knowledge of air freight regulations and customs procedures is a plus.
- Graduate from any recognized University.