



<b>Role Name</b>	<b>Executive- Inbound Logistics</b>
<b>Role Description</b>	<b>Documentation and Payment request entry and MIS reports.</b>
<b>Role purpose</b>	<b>To ensure proper documentation as per define process.</b>
<b>Reporting to</b>	<b>Section Head - Inbound Logistics</b>
<b>Document created by</b>	
<b>Responsibilities Heads</b>	<b>KRA (Key Result Areas)</b>
<b>Process</b>	Import Raw material process Documentation Dealing with shipping line , forwarder , CHA Calculation of Custom duty
<b>Competencies</b>	Good communication skill Positive Attitude Basic Computer knowledge

**REQUIREMENTS**

<b>Knowledge</b>	Import process Automotive Industry will be advantage.	<b>Experience</b> <b>'(Number of years) 0.6-1 year.</b>
<b>Skills</b>	Accounts knowledge , Oracle in hand exp.will be an advantage.	<b>Qualification - Any Graduation</b>

**INTERACTION**

<b>Internal</b>	<b>Customers</b>
All buyers Accounts team	SCM -Team at Plant / W/h.