



BENOVA E-COMMERCE LIMITED



#JOB-2345837



Multiple Locations



No of positions : 2



Paid Position



40 hours per week



38000.00 Euro Annually



11/07/2024



08/08/2024

How to apply

Application Method :

Not available



Open your camera app & point here to view this ad online



Import and Export Sales Executive - Chinese Speaker

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Multiple Locations :

- THE DOORWAY GALLERY, Unit 33/34, Nutgrove Sc, Dublin 14, D14 T867
- ITSTAR, Unit 63, Donaghmede Sc, Grange Rd, Baldoyle, Dublin 13, D13 TF68

Job Title: Import and Export Sales Executive - Chinese Speaker

Employer: Benova E-Commerce Ltd.

Locations: Unit 34 Nutgrove shopping centre Dublin 14. Rathfarnham D14 T867 and Unit 63 Donaghmede shopping centre. Grange Road. Donaghmede. D13TF68

Salary: 38k p.a.

Hours: 40 hrs / week

Responsibilities:

- Co-ordinate clearing and forwarding of all imports & exports for the company.
- Perform costing of all import shipments for goods in transit in the consignment data base.
- Liaises with Finance Department for opening Letters of Credit, transfers, and Bank Delivery Order for shipment covered by L/C.
- Authorise our Freight forwarders to clear the goods in case of direct shipments.
- Co-ordinate for inspection and necessary survey in case shipments arrive in open/torn/wet/damaged condition.
- Attends inspection of damaged goods during transit at airport/seaport along with the Insurance company's representative.
- Obtain short lading certificate from Customs Authority.
- File Insurance claims and follows up for payments/credit note with the insurance company.
- Obtain all attested legal documents necessary for exports from Dubai Chamber of commerce and industry.
- Check and verifis Freight Forwarder's invoices for both imports & exports, obtain approval from respective department Head and forwards these to Finance for payment.

Requirements:

- Minimum 3 Years experience in handling clearing & forwarding, product costing and dealings with insurance company and customs.
- Fluency in Chinese and English
- Knowledge of prevailing customs rules and regulations in China and EU.
- Knowledge of imports & exports procedures, customs/ bank/insurance documentations and formalities.
- Knowledge of costing and pricing methodology.
- Knowledge of warehousing procedures & inventory management.
- Knowledge of logistics and freight industry.
- Knowledge of procurement rules and regulations.
- Knowledge of packaging products for shipping/delivery.
- Knowledge of warehousing methodology.
- Knowledge of inventory management practices.
- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]