

Import Assistant

Are you looking for an exciting career opportunity in the imports and exports sector? We are seeking a dedicated and proactive Imports Assistant to join our team!

Key Responsibilities:

- Visiting banks, shipping lines, and government authorities to deliver and collect documents related to imports and exports.
- Coordinating with shipping lines for container deposit refund applications and ensuring timely refunds.
- Handling import/export documentation and ensuring compliance with regulatory requirements.
- Assisting with other import/export-related tasks as needed.

Candidate Requirements:

- Age below 30 years.
- Minimum 1 year of experience in import/export documentation or fieldwork (preference will be given to candidates with prior exposure in the field).
- Valid bike riding license for official travel.

Our Website

www.arpico.com

email to us

careers@arpico.com

