

Import - Export Manager

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Company: Manpower

Location: Vietnam

Category: other-general

Import - Export Manager

Job Description:

Management and operate all activities of the Import-Export department

Management develop and implement the Department's work plan, assign work, train employees, Management and supervise work, and evaluate employee work efficiency.

Management and store import and export records to carry out transaction activities, negotiate and sign contracts with customers and suppliers...

Management Liquidity Report/This report is prepared monthly.

Check import - export declaration data/month.

Send NPL inventory report to superiors after preparing liquidity records.

Submit liquidation documents to Customs.

Reconcile the company's raw material inventory and the Customs inventory.

Additional payment documents for Customs.

Experience working with Customs

Required Skills:

Male, Female, Graduated from College or University with related majors

Good English or Chinese skills

Experience in the position of head and deputy head of Export - Import department in an FDI manufacturing company

Experience in import-export tax

Experience managing employees below

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