

## Emcar Ltd is hiring a Traineeship in Import & Export Department !

**Emcar Ltd** is involved in **various sectors and activities**. Specializing in selling and distributing motorcycles, scooters, marine engines, quads, and sports equipment, we also provide associated services like spare parts distribution and repairs. Partnering with brands like Suzuki and Kymco, we deliver quality products, meeting customer expectations reliably.

**Situated at: Old Moka Rd, Port Louis.**

Duties are as follows:

- **Compulsory knowledge about Excel.**
- Request proforma invoice to foreign suppliers (by email or supplier's website)
- Communicate to foreign suppliers: Confirmation of order / follow up payment terms / Follow up of orders / follow up packing
- Process payment by Internet Banking
- Communicate with Freight forwarding/clearing agents
- Request and negotiate Sea/Air/DHL freight quotations
- Follow up shipments with Freight Forwarders or track Bill of Lading and AWB
- Follow up clearings with inhouse custom office or clearing agents
- Update computer system (SAP) for all Purchase order / Good Receipt (stock Items) / Landed Cost
- Booking of shipment of DHL+
- Provide Export invoice and booking to Foreign Clients
- Monitor freight invoices with accounts department
- Prepare payment forecast for Finance Manager for coming months in Foreign Currency

**We are currently looking for degree holders in:** BSC (Hons) Accounting (Minor: Finance and / or Taxation), BSC (Hons) Finance, BSC (Hons) Finance (Minor: Law), BSC (Hons) Accounting (Minor Management), BSC (Hons) Banking & Finance, BSC (Hons) International Business Finance, BSC (Hons) International Business Management and BSC (Hons) Management (Minor: Finance and /or Business Informatics).

**Duration: Contractual Period of 2 months (June to August).**

**Experience: Fresh Graduates, no need of experience.**

**Remuneration: Rs 10,000 – Rs 20,000**

Working Days/ Time: From Monday to **Friday- 8:30 am to 4.45 pm**

Send your CV/ Motivation Letter on: **bmohun@emcar.mu**

By: **Friday, 24 May 2024**

Learn more on their company: **<https://www.emcar.mu/en/about-us/about-emcar>**