



### **SUPPLY CHAIN CLERK**

#### **(FOREIGN ORDERS/CUSTOMS CLEARANCE)**

##### **MAIN PURPOSE OF THE JOB:**

The job incumbent shall assist in ordering products from foreign suppliers and making sure that they are received within delivery time frames. He/She shall be responsible to liaise with Clearing and Forwarding Agents and the preparation of costing.

##### **MAIN DUTIES**

- Places orders for clients with all the required details as per company procedures.
- Provides punctual assistance to the sales team upon request.
- Organises delivery of products to clients in a timely manner.
- Deals with foreign suppliers concerning the terms and conditions of products.
- Assists the Supervisor with administrative duties whenever required.
- Following Customs clearance process strictly.
- Ensuring the accuracy of Customs clearance papers
- Ensuring on-time delivery schedule.

##### **QUALIFICATIONS & EXPERIENCE**

- A Higher School Certificate
- A minimum of 3 years work experience in a dynamic and constantly evolving Sales business environment

##### **OTHER REQUISITES**

- Proficiency in using Microsoft Office Suite applications (Word, Excel, PowerPoint, Outlook)
- Must possess excellent verbal and written communication skills both in English and French
- Demonstrated aptitude for problem-solving
- Must be results-orientated and able to work both independently and within a team environment.

*Novengi Ltd. is an equal opportunity employer.*

*Should you be interested in the above positions, kindly send your application to the Human Resources department at [hr@novengi.mu](mailto:hr@novengi.mu) by latest **10 May 2019**.*