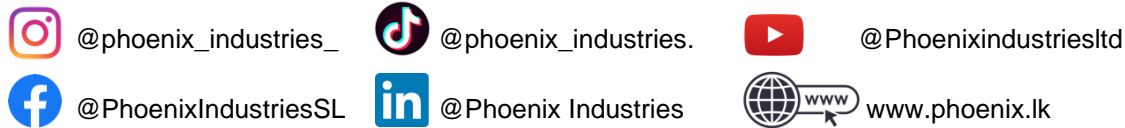


## Phoenix Industries – Operations Executive

Imagine what **YOU** could do here! At Phoenix, great ideas have a way of becoming great products, services, and customer experiences very quickly. Bring passion and dedication to your job and there's no telling what you could accomplish.

### Company Profile:



### The Role

As an **Operations Executive**, you'll play a vital role in the smooth operation of our **Exports department**. You'll be responsible for overseeing all aspects of export documentation, logistics coordination, and customer service specific to international shipments.

### Key Responsibilities

- Manage export documentation from purchase orders to invoices, ensuring accuracy and compliance with international regulations.
- Coordinate with freight forwarders and customs brokers to ensure timely and efficient movement of goods.
- Track shipments and communicate updates to internal and external stakeholders, including international clients.
- Liaise with customers to address inquiries and resolve any export-related issues promptly and professionally.
- Prepare export costings and ensure adherence to budgets.
- Maintain detailed records of export transactions for future reference.
- Assist with identifying and implementing process improvements within the Exports department.
- Coordinate with the relevant parties to arrange the export samples.
- Ensure that all accurate details are communicated to the respective teams involved

### Requirements

- Minimum of 2 years' experience in export operations or a related field.
- Proven understanding of international trade regulations and documentation (e.g., Trade Terms, Letters of Credit).
- Strong analytical and problem-solving skills with the ability to identify and resolve export-related issues.
- Excellent communication and interpersonal skills, with the ability to build strong relationships with internal and external stakeholders.
- Meticulous attention to detail and a commitment to accuracy.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and strong computer literacy.
- Ability to work independently and as part of a team in a fast-paced environment.
- Excellent time management and organizational skills.
- Familiarity with ERP systems and export management software is important

If interested, please send your resume to [Careers@phoenix.lk](mailto:Careers@phoenix.lk)

