***Faysal Bank Limited***

*123/HR/NKIA Dated: 12 September 2011*

***Job Description***

***Job Title:*** *Export Officer*

***Location:*** *North Karachi Industrial Area Branch*

***Job Type:*** *Permanent*

***Department:*** *Foreign Trade Dept.*

***Purpose:*** *This Job description describes the duties and responsibilities of Export Officer.*

***Scope:*** *This Job description shall apply to anyone who is assigned to this job irrespective of his/her grade in the Bank*

***Reported to:*** *Head of FT&G Dept. and Branch Manager*

***Concept of Responsibilities:***

*Export Officer is Responsible to provide all the necessary services regarding Exports, Preparation and scrutiny of export document. Export related other works. Provide smooth environment to customer and facilitates as per SOP.*

***Responsibilities***

* *Lodgment of Export Documents to System*
* *Scrutiny of all Exports Documents*
* *Correspondence with Customer and answer any query regarding Exports*
* *Correspondence with SBP & HO*
* *E-Form Certification*
* *Preparation of E-Form related Certificates.*
* *Lodgment of E-Form Data into ITRS System.*
* *Timely submission of Monthly returns*
* *Preparation of weekly/fortnightly/monthly/Quarterly Report and submission to FCU unit.*
* *Correspondence with HO treasury regarding the remittance of Export proceeds and Rates negotiation.*
* *Disbursement of monthly salary to Branch*
* *Maintain leave record and Personal files of all branch staff.*
* *Preparation and submission of the R&D cases.*
* *Preparation of Annex-“A” forms.*
* *Any other task assigned by Head of FT&G and Branch Manager.*

***Note***

*Any other task, duty or description can be added, deleted or amended as per deemed necessary by the Management.*

***Job Specifications***

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| ***SNo.*** | ***Attributes/Factors*** | ***Minimum Requirement***  |
| ***1.*** | *Education* | *MBA, BBA, B.com with good knowledge of MS-Office.* |
| ***2.*** | *Job Related Experience* | *2-3 Years* |
| ***3.*** | ***Skills*** |
| *a.* | *Communication* | *Fluency in oral, written English & Urdu. Should be able to communicate with the external customers. Be patient listener must exhibit best human skills.* |
| *b.* | *Technical Skills* | *Well versed in concepts of Foreign Trade. Must be familiar with SBP SRO’s, UCP 600, ICC rules & Regulation.* |
| *c.* | *Problem Solving* | *Understanding how a process works. Solving problems by looking at what is going right. Identifying possible causes of problems. Quickly getting to the root of a problem.*  |

*I hereby state that I have read and fully understood concepts and responsibilities detailed in this job description;*

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*Employee Name Branch Manager Name*

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*Employee Signature Branch Manager Signature*

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*Head of FT&G Head of HRD*