



Join a high-performing group with a purpose:
to grow a safer, cleaner, healthier future
for everyone, every day.

We are hiring for the **Logistics Executive - EXIM** in **Halma India**

Location	Business Unit	Report to
Bengaluru	Supply Chain & Distribution -Halma Core	Manager-Supply & Distribution

About us

Halma is a global group of life-saving technologies companies, driven by a clear purpose. We are an FTSE 100 company with headquarters in the UK and operations in 23 countries, including regional hubs in India, China, Brazil, and the US.

Our diverse group of nearly 50 global companies specialize in market leading technologies that push the boundaries of science and technology.

For the last 42 years, the combination of our purpose, strategy, people, DNA and sustainable business model has resulted in **record long-term growth in revenues and profits and an increase in dividend by $\geq 5\%$ every year**– an achievement unrivalled by any company listed on the London Stock Exchange.

Halma India fulfils the potential of the region by harnessing the diverse talents, expertise, infrastructure, and operational resources.

We have a team of over 200 professionals representing commercial, digital and support functions across our seven offices in India, two in Bengaluru and one each in Delhi, Mumbai, Thanjavur, Vadodara and Ahmedabad.

Halma India is an equal opportunity employer, which means the base of our recruitment decisions is always on skills, competencies, attitudes, and values. We are committed to hiring from diverse backgrounds without regard to age, ethnicity, religion, marital status, disability status, sex, gender identity, or sexual orientation.

Why join us?

We offer a safe and respectful workplace, where everyone can be who they 'REALLY' are, feel free to bring their whole selves to work and use their unique talents, knowledge, expertise, experiences, and backgrounds to create meaningful outcomes.

We nurture entrepreneurial spirits and empower them to think beyond the possibilities, to discover, shape and build their own unique stories. We promote and support non-linear career growth for the right talent.

We are simple, humble and approachable, and we believe in leadership at all levels to bring our purpose to life. Everyone at Halma India makes an impact, and so do you when you join us!



Detailed job description

Position Objective (The purpose of role in current business/market scenario)

The operating companies in Halma are operating out of India in the commercial and digital areas. Role of India Hub is to support the operating companies to expand their presence in the market region and enable the growth of their business in the region and to enable the operating companies to setup their distribution model, manage the operations effectively and deliver to the customers efficiently.

The **Logistics Executive- EXIM** will play a crucial role and would be responsible to manage the entire EXIM operations which includes: "Imports & Logistics, handling customs clearance, Costing & Freight-Forwarding, Vendor Management, Material Planning & Inventory Analytics". Also, he/she would be responsible to coordinate with upstream of the supply chain to ensure that the customers are always supported through a sustainable high standard.

Responsibilities (KRAs / deliverables / job expectations)

- **Inventory Planning**
 - Gaining insight into the business model of each Opco's and their respective inventory requirement for the business.
 - Define and manage inventory as per 'forecasting and analytics' at SKU's level.
 - Close coordination with business team.
- **Order Management**
 - Purchase order creation as per business requirement, Ensuring price, qty & parts.
 - Coordination with the overseas manufacturing team for order confirmation and required documents to further initiate logistics.
- **Imports & Logistics-**
 - Handling Imports/Exports for both Trade/Non-trade/service, business requirements.
 - Coordinating supply chain partners of the business, Freight forwarder selection based on efficient pricing & quality, Shipping pickup arrangements, monitor shipments as per defined TAT.
 - Coordination with CHA for custom clearance, addressing custom queries meanwhile ensuring availability of required documents related to mandate regulatory compliance norms.
 - Coordinate finance team for duty payments.
 - Ensure GRN of Goods on Receipt in ERP as per Warehouse SLAs.
- **Master Data Management-**
 - Creation of Item Master and customer Master.
 - Managing the master data.
- **Partner/Vendor Management**
 - Identify & evaluate partners as per the business needs.

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	- Working collaboratively with the partners/vendors & drive the SLAs. - Timely vendor Invoice processing for Warehouse, clearance, Freight with proper validation. - Monitor and measure the performance on a regular basis. - Contract management and maintain records. Customer/Stakeholder Management - Engage with the Operating company operation teams to understand and gather the operational requirement. - Communicating & updating the sales teams/Operating company supply chain team on operational and mandate requirements to ensure smooth logistics flow. - Effectively monitor and measure the risks related to costing, freights & operational obligation at customs. Reporting & MIS - Maintain regular MIS data – Import/Export tracker, PO reports, Freight Report, Shipment Tracker and monthly operational MIS. - Monitor and maintain BOE's for filing, Bond execution at ports, SVB Records, Invoice and payment records. - Effective cost management on operations like freight, customs, warehousing, administration, and logistics.
Critical Success factors (critical / high impact aspects of role)	- Keen customer focus and high value driven working approach. - Effective Inbound logistics management with on time delivery ensuring process compliance. - KPI driven operations to ensure effective cost management in freight forwarding & inbound logistics. - Coordination between upstream and the downstream of the supply chain. - Effective Inventory management of high mix products while ensuring compliance & TAT. - Effective and sound understanding of risk management & regulatory compliances subjected to business applicability. - Effective liaising with the business partners associates. - Drive the SLAs with the supply chain partners to ensure they meet the set performance standards. - Flexibility & Adaptability towards a very dynamic business environment.
Academic Qualifications	- Graduate from a reputed institute, preferably B.E./ B. Tech. - Postgraduate/ Certificate in operations management will be an advantage.
Experience (exposure)	5 years overall experience in supply chain operations management. - At least 3 years' experience in managing with imports channel partners. - Recent 3-5 years' experience in handling EXIM logistics operations - Preferably 3-5 years' experience in multi-product company. - Experience in working in MNC. - ERP experience is preferable.



**Key attributes
(critical functional
competencies)**

- Inbound Logistics & EXIM Process management. (Air/Sea)
- Inventory/ Material Planning.
- Vendor management.
- Cost and Freight Forwarding.
- Understanding of Regulatory norms & compliance subjected to customs.
- Experienced with ERP system and environment.
- Proficiency in MS- Office tools (Intermediate to expert level)
- Comfortable in adapting dynamic business environment.
- Experienced in dealing with wide range of product mix.
- Ability & exposure to analytics tools and platform will be an added advantage.

**Competencies
(fundamental skills and
attitudes)**

- High integrity & Transparent.
- Organized.
- Analytical and methodical.
- High quality and process oriented.
- Proactive Ownership and Accountable.
- Agile and self-driven.
- Problem Solving & Result Oriented.
- Responsive & Collaborative
- Self-learner and experimentative.
- Collaborative & Team Player.

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