

## Career Opportunities



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**National Logistics Corporation (NLC)** invites applications from competent and highly motivated professionals to join against the following positions: -

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### No. 1

**Position:** Manager Costing

**Vacancy:** 01

**Location:** Rawalpindi

**Selection Criteria:**

• <b>Qualification:</b>	MBA / MS or Masters in relevant field.
• <b>Experience:</b>	Minimum 8 years proven managerial experience in similar role.
• <b>Skills / Competencies:</b>	<ul style="list-style-type: none"><li>• Cost &amp; Data Analysis.</li><li>• Budgeting and Forecasting.</li><li>• Problem Solving.</li><li>• Decision Making.</li><li>• Communication Skills.</li></ul>
• <b>Job Description:</b>	<ul style="list-style-type: none"><li>• Analyze and monitor transportation costs for international routes.</li><li>• Prepare and manage budgets, ensuring cost-effectiveness and profitability.</li><li>• Identify areas of cost savings and implement cost-reduction strategies.</li><li>• Develop pricing strategies based on market trends and operational costs.</li><li>• Assess risks related to international route costing and propose mitigations.</li><li>• Monitor market fluctuations that could impact transit costs.</li></ul>

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|  | <ul style="list-style-type: none"><li>• Contribute to strategic decisions regarding route expansion or reduction.</li><li>• Provide cost-based recommendations for optimizing transit operations.</li><li>• Support organizational goals by aligning cost strategies with overall business objectives.</li><li>• Develop contingency plans for unanticipated cost escalations.</li><li>• Establish competitive rates for international transit services.</li><li>• Collaborate with logistics teams to optimize routes and minimize expenses.</li><li>• Negotiate contracts with carriers, suppliers, and other vendors.</li><li>• Prepare detailed reports on transit costs and expenses for management review.</li><li>• Track financial performance against budgets and forecasts.</li><li>• Provide actionable insights based on cost analysis.</li><li>• Evaluate customer performance to ensure cost and service quality.</li><li>• Manage relationships to secure favorable terms and conditions.</li><li>• Monitor freight costs, including fuel, labor, and maintenance.</li><li>• Ensure efficient use of resources to maintain cost efficiency.</li><li>• Ensure alignment with customer requirements and market standards.</li></ul> |
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## No. 2

**Position:** Manager Customer Services

**Vacancy:** 01

**Location:** Rawalpindi

### Selection Criteria:

<b>• Qualification:</b>	MBA / MS (Marketing) or Masters in relevant field.
<b>• Experience:</b>	Minimum 8 years proven managerial experience in customer services or similar role with experience in customer relationship management.
<b>• Skills / Competencies</b>	<ul style="list-style-type: none"><li>• Strong Customer Relationship Management.</li><li>• Comprehensive understanding of Logistics &amp; Supply Chain Processes.</li><li>• Advance Analytical, Negotiation and Presentation Skills.</li><li>• Excellent Interpersonal &amp; Business Communication Skills.</li><li>• Networking Skills &amp; Commercial Awareness.</li><li>• Well-equipped with IT and Technology tools.</li></ul>
<b>• Job Description:</b>	<ul style="list-style-type: none"><li>• Improve customer service experience, create engaged customers and facilitate organic growth.</li><li>• Take ownership of customers issues and follow problems through to resolution.</li><li>• Set a clear mission and deploy strategies focused towards that mission.</li><li>• Develop service procedures, policies and standards.</li><li>• Keep accurate records and document customer service actions and discussions.</li><li>• Analyze statistics and compile accurate reports.</li><li>• Recruit, mentor and develop customer service agents and nurture an environment where they can excel through encouragement and empowerment.</li><li>• Keep ahead of industry's developments and apply best practices to areas of improvement.</li></ul>

	<ul style="list-style-type: none"> <li>• Control resources and utilize assets to achieve qualitative and quantitative targets.</li> <li>• Adhere to and manage the approved budget.</li> <li>• Maintain an orderly workflow according to priorities.</li> </ul>
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**No. 3**

**Position:** **Manager / Assistant Manager Custom**

**Vacancy:** **01**

**Location:** **Rawalpindi**

**Selection Criteria:**

• <b>Qualification:</b>	MBA / MS (Supply Chain) or Masters in relevant field.
• <b>Experience:</b>	Minimum 5-8 years proven managerial experience in similar role in custom management.
• <b>Skills / Competencies:</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of Custom Management.</li> <li>• Comprehensive understanding of Logistics &amp; Supply Chain Processes.</li> <li>• Advance Analytical, Negotiation and Presentation Skills.</li> <li>• Excellent Interpersonal &amp; Business Communication Skills.</li> <li>• Networking Skills &amp; Commercial Awareness.</li> </ul>
• <b>Job Description:</b>	<ul style="list-style-type: none"> <li>• Build relationships with clients and get to know their supply chains.</li> <li>• Ensure compliance with customs regulations and policies for import/export activities. Monitor changes in customs laws and update operational processes accordingly.</li> <li>• Liaise with customs authorities to resolve disputes or issues.</li> <li>• Oversee the end-to-end border clearance process, ensuring timely and accurate documentation.</li> <li>• Coordinate with shipping agents and freight forwarders to expedite clearance procedures.</li> </ul>

- Optimize processes to reduce delays at customs checkpoints.
- Verify and process customs-related documentation, including invoices, packing lists, and certificates of origin.
- Maintain records of customs activities and generate compliance reports for management.
- Ensure accuracy in tariff classifications.
- Lead and train the customs clearance team to meet operational objectives.
- Assign tasks, monitor performance, and provide feedback for continuous improvement.
- Foster collaboration between logistics and customs departments.
- Identify and mitigate risks associated with customs and border operations.
- Implement strategies to avoid penalties or delays in shipments.
- Conduct internal audits to ensure adherence to compliance standards.
- Manage customs duties, taxes, and other related costs to optimize expenses.
- Develop strategies to minimize customs-related costs while maintaining compliance.
- Prepare budgets for customs and border clearance operations.
- Utilize customs clearance software and ERP systems to streamline operations.
- Monitor technological updates to enhance efficiency in customs processing.
- Stay abreast of customs regulation and international regularity requirements in regional countries ensuring compliance as all levels.

**No. 4**

**Position:** **Assistant Manager International Logistics Operations**

**Vacancy:** **01**

**Location:** **Sost**

**Selection Criteria:**

<b>• Qualification:</b>	MBA or higher qualification in same discipline.
<b>• Experience:</b>	Minimum 5-7 years of post qualification experience.
<b>• Skills / Competencies:</b>	<ul style="list-style-type: none"><li>• Strong Operational Planning.</li><li>• Leadership and Team Management.</li><li>• Customer Service Orientation.</li><li>• Data analysis and Reporting.</li><li>• Communication Skills.</li></ul>
<b>• Job Description:</b>	<ul style="list-style-type: none"><li>• Assist Senior Manager / Manager International Logistics Operations in performance of assigned duties and responsibilities.</li><li>• Responsible to implement operational procedures and ensure their compliance.</li><li>• Work out to establish routes / schedules for drivers and liaison with concerned authorities for issuance of route permit.</li><li>• Ensure availability of trucks / vehicles for service, in accordance with availability, specified quality, safety and technical standards.</li><li>• Monitoring the mechanical problems of vehicles on daily basis and ensure on time repair, through respective workshop / repair team.</li><li>• Monitor and analyse transport reports and ensure timely submission of reports from transport groups.</li><li>• Review and vet vehicle running sheets and investigate any anomalies/ irregularities.</li></ul>

	<ul style="list-style-type: none"> <li>• Interaction with Drivers for detailing of Task Vehicles at Loading Point(s).</li> <li>• Keep drivers in friendly competition with each other and ensuring drivers' compliance, and address driver related issues.</li> <li>• Review queries, such as productivity, vehicles condition, accidents, driver monitoring, etc and take appropriate actions to resolve these issues.</li> <li>• Close coordination with border terminals custom authorities for smooth move of convoy.</li> <li>• Maintain VDRA (Vehicle Daily Running Account) and fuel consumption record of each vehicle.</li> <li>• Ensure processing of drivers' incentives on monthly basis.</li> <li>• Maintain leave &amp; discipline record of HTV Drivers.</li> </ul>
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**No. 5**

**Position:** **Assistant Manager International Logistics Operations**

**Vacancy:** 01

**Location:** Rawalpindi

**Selection Criteria:**

<b>• Qualification:</b>	MBA or higher qualification in same discipline.
<b>• Experience:</b>	Minimum 5-7 years of post qualification experience.
<b>• Skills / Competencies:</b>	<ul style="list-style-type: none"> <li>• Strong Operational Planning.</li> <li>• Leadership and Team Management.</li> <li>• Customer Service Orientation.</li> <li>• Data analysis and Reporting.</li> <li>• Communication Skills.</li> </ul>
<b>• Job Description:</b>	<ul style="list-style-type: none"> <li>• Assist Senior Manager / Manager International Logistics Operations in performance of assigned duties and responsibilities.</li> </ul>

	<ul style="list-style-type: none"><li>• Responsible to implement operational procedures and ensure their compliance.</li><li>• Work out to establish routes / schedules for drivers and liaison with concerned authorities for issuance of route permit.</li><li>• Ensure availability of trucks / vehicles for service, in accordance with availability, specified quality, safety and technical standards.</li><li>• Monitoring the mechanical problems of vehicles on daily basis and ensure on time repair, through respective workshop / repair team.</li><li>• Monitor and analyse transport reports and ensure timely submission of reports from transport groups.</li><li>• Review and vet vehicle running sheets and investigate any anomalies/ irregularities.</li><li>• Interaction with Drivers for detailing of Task Vehicles at Loading Point(s).</li><li>• Keep drivers in friendly competition with each other and ensuring drivers' compliance, and address driver related issues.</li><li>• Review queries, such as productivity, vehicles condition, accidents, driver monitoring, etc and take appropriate actions to resolve these issues.</li><li>• Close coordination with border terminals custom authorities for smooth move of convoy.</li><li>• Maintain VDRA (Vehicle Daily Running Account) and fuel consumption record of each vehicle.</li><li>• Ensure processing of drivers' incentives on monthly basis.</li><li>• Maintain leave &amp; discipline record of HTV Drivers.</li></ul>
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**No. 6**

**Position:** Assistant Manager Cross Border

**Vacancy:** 01

**Location:** Rawalpindi

**Selection Criteria:**

<b>• Qualification:</b>	MBA / MS (Supply Chain) or Masters / Bachelor's degree in relevant field.
<b>• Experience:</b>	Minimum 5 years proven managerial experience in similar role in custom management.
<b>• Skills / Competencies:</b>	<ul style="list-style-type: none"><li>• Comprehensive understanding of Logistics &amp; Supply Chain Processes.</li><li>• Advance Analytical, Negotiation and Presentation Skills.</li><li>• Excellent Interpersonal &amp; Business Communication Skills.</li><li>• Networking Skills &amp; Commercial Awareness.</li></ul>
<b>• Job Description:</b>	<ul style="list-style-type: none"><li>• Collaborate with Pakistan customs and concerned cross-border authorities to ensure smooth clearance of TIR vehicles.</li><li>• Stay abreast of customs regulations and policies in regional countries, ensuring compliance at all times.</li><li>• Handle any customs-related issues that may arise during transit and resolve them promptly.</li><li>• Supervise and manage the immigration processes for drivers crossing the border between Pakistan and country enroute.</li><li>• Ensure all required documentation for driver immigration is in order, facilitating efficient and trouble-free transit.</li><li>• Oversee and supervise loading and unloading operations to guarantee timely completion.</li><li>• Coordinate with relevant stakeholders to optimize loading/unloading processes and minimize delays.</li></ul>

	<ul style="list-style-type: none"> <li>• Collaborate with Heavy Mechanical Transport (HMT) teams and third-party service providers essential for NLC operations.</li> <li>• Establish effective communication channels and ensure the smooth execution of operations.</li> <li>• Ensure NLC vehicles comply with customs policies and regulations of concerned regional countries.</li> <li>• Implement necessary measures to address any non-compliance issues and mitigate risks.</li> <li>• Generate regular reports detailing the effectiveness of operations, providing insights on a daily, weekly, and as-needed basis.</li> <li>• Analyze key performance indicators to identify areas for improvement and efficiency.</li> <li>• Build and maintain relationships with key stakeholders, exploring opportunities for growth and expansion.</li> <li>• Manage and support the concerned teams for successful completion of cross-border transportation projects.</li> <li>• Responsible for completion of any other task on time assigned by senior management.</li> </ul>
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**No. 7**

**Position:** **Assistant Manager Custom**

**Vacancy:** **01**

**Location:** **Karachi**

**Selection Criteria:**

<b>• Qualification:</b>	MBA / MS (Supply Chain) or Masters / Bachelor's in relevant field.
<b>• Experience:</b>	Minimum 5 years proven managerial experience in similar role in custom management.

<ul style="list-style-type: none"> <li>• <b>Skills / Competencies:</b></li> </ul>	<ul style="list-style-type: none"> <li>• Strong knowledge of Custom Management.</li> <li>• Comprehensive understanding of Logistics &amp; Supply Chain Processes.</li> <li>• Advance Analytical, Negotiation and Presentation Skills.</li> <li>• Excellent Interpersonal &amp; Business Communication Skills.</li> <li>• Networking Skills &amp; Commercial Awareness.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Job Description:</b></li> </ul>	<ul style="list-style-type: none"> <li>• Perform &amp; Implement all Custom Clearance Activities such as following upcoming Shipment, Documents Transactions.</li> <li>• Calculating &amp; Processing Duties &amp; Taxes to be paid &amp; day-to-day related Activities in accordance with the Objectives, Policies &amp; Procedures.</li> <li>• Prepare all Documents required for Clearance.</li> <li>• Shipping Guarantees Requisitions &amp; ensure on Time submittal &amp; follow up for Immediate Clearance.</li> <li>• Liaise with Officials in various Agencies to ensure Goods are Cleared through Customs or Quarantine.</li> <li>• Arrange for Transportation, Warehousing or Product Distribution of Imported or Exported Goods &amp; Liaise with Freight Forwarders.</li> <li>• Prepare &amp; Confirm all Import permits from the Ministry of Internal Affairs &amp; General Safety &amp; Security Plus any &amp; all Import Custom Exemption Documents, Formats &amp; Formalities.</li> <li>• Require to be fully conversant with Import &amp; Export Laws &amp; Regulations.</li> <li>• Keep up-to-date with Changes as they occur &amp; on Import &amp; Export Restrictions, Tariff Systems, Insurance Requirements &amp; all other Customs related Matters.</li> </ul>

**No. 8**

**Position:** **Assistant Manager ERP (Functional / Technical)**

**Vacancy:** 01

**Location:** Rawalpindi

**Selection Criteria:**

<b>• Qualification:</b>	MCS/ BCS/ MIT/ BIT/ MSCS/ BSCS/ MSCE/ BSCE/ MSSE/ BSSE.
<b>• Experience:</b>	Minimum 3-5 yrs experience in Oracle EBS implementations.
<b>• Certification:</b>	Certification in Oracle EBS R12 will be preferred.
<b>• Skills / Competencies:</b>	<ul style="list-style-type: none"><li>• IT &amp; Administrative skills.</li><li>• Coordination &amp; Negotiation Skills.</li><li>• Business Acumen &amp; Analytical thinking.</li><li>• Effective Interpersonal &amp; Business Communication Skills.</li><li>• Time Management &amp; ability to resolve conflicts.</li><li>• Team Building &amp; Development.</li></ul>
<b>• Job Description:</b>	<ul style="list-style-type: none"><li>• Single point of contact for support and implementation of Oracle EBS R12 modules for Financial and Supply chain.</li><li>• Collect and analyze business requirements from the relevant department.</li><li>• Responsible for design, demonstrate, development, testing and implementation of Oracle EBS modules according to the business requirements.</li><li>• Develop application ownership among application users.</li><li>• Write business requirement documents and other functional documentations.</li><li>• Identify functional gaps and provide corrective actions.</li><li>• Responsible for ensuring secure and efficient data flows across the systems through integrations.</li></ul>

	<ul style="list-style-type: none"> <li>• Participate in workshops with users in the design, configuration and conversion of the ERP system implementation.</li> <li>• Co-ordination with the technical development team for reports &amp; dashboards development.</li> <li>• Resolve EBS queries &amp; issues of users in a timely manner.</li> <li>• Implementation of the different functionalities as required after analyzing the requirement of the business.</li> <li>• Suggest the users about the industry best practices and doing effective business processes re-engineering to avoid the redundancy of work.</li> <li>• Identifying and developing plan for improvements related to Oracle EBS modules.</li> <li>• Conduct training sessions for new inductees as well as refresher courses for existing staff.</li> <li>• Deliver professional operational support to users, aiding monitoring, alerting and optimization of existing processes to ensure applications are available and performing at the highest levels.</li> </ul>
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**No. 9**

**Position:** Senior Accountant / Accountant

**Vacancy:** 01

**Location:** Sost

**Selection Criteria:**

<b>• Qualification:</b>	MBA (Finance) or higher qualification in same discipline.
<b>• Experience:</b>	Minimum 2-3 yrs of post qualification experience.
<b>• Skills / Competencies:</b>	<ul style="list-style-type: none"> <li>• MS Office.</li> <li>• Oracle ERP (HR, Payroll and AP Modules).</li> <li>• MS Dynamics AX 2012.</li> </ul>

	<ul style="list-style-type: none"> <li>• TexPro.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Job Description:</b></li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and review monthly, quarterly and annually financial statements</li> <li>• Analyze financial data to identify trends and provide actionable insights</li> <li>• Develop, manage and monitor annual budgets</li> <li>• Conduct financial forecasting to support strategic planning</li> <li>• Collaborate with department heads to align budgets with operational goals</li> <li>• Monitor logistics expenses and identify cost-saving opportunities</li> <li>• Ensure compliance with global financial regulations including tax laws and customs requirements.</li> <li>• Manage accounts payable and receivable processes</li> <li>• Reconciles accounts and resolve discrepancies efficiently</li> <li>• Enhance ERP systems for better tracking of logistics expenses</li> <li>• Liaise with logistics teams to understand financial impacts of operational changes.</li> </ul>

**No. 10**

**Position:** **Trip Closing Accountant**

**Vacancy:** **04**

**Location:** **Rawalpindi**

**Selection Criteria:**

• <b>Qualification:</b>	BSc Hons (Accounting & Finance) or relevant in same field.
• <b>Experience:</b>	Minimum 2-3 years of post-qualification experience.
• <b>Skills / Competencies:</b>	<ul style="list-style-type: none"> <li>• MS Office.</li> <li>• Oracle ERP (HR, Payroll and AP Modules).</li> </ul>

	<ul style="list-style-type: none"> <li>• MS Dynamics AX 2012.</li> <li>• TexPro.</li> </ul>
<p><b>Job Description:</b></p>	<ul style="list-style-type: none"> <li>• Finalize financial records for trips, ensuring completeness and accuracy.</li> <li>• Review and approve trip-related invoices and expenses.</li> <li>• Prepare reconciliation reports for trip-related financial transactions.</li> <li>• Support the finance department with monthly, quarterly, and year-end reports.</li> <li>• Assist in maintaining financial integrity by resolving any discrepancies.</li> <li>• Oversee the closing of all financial records for travel and trip-related accounts.</li> <li>• Ensure that all revenue and expenses from trips are correctly recorded in the system.</li> <li>• Prepare and review trip closure statements and reports.</li> <li>• Conduct periodic audits of trip-related expenses and transactions.</li> <li>• Coordinate with other departments to ensure smooth financial operations for each trip.</li> </ul>

**No. 11**

**Position:** Senior Supervisor (TIR)  
**Vacancy:** 01  
**Location:** Towerghandi (Afghanistan)  
**Selection Criteria:**

• <b>Qualification:</b>	Master / Bachelor's Degree.
• <b>Experience:</b>	Minimum 1 year experience in relevant field.
• <b>Skills / Competencies:</b>	<ul style="list-style-type: none"> <li>• Strong communication and organizational skills.</li> <li>• Ability to manage multiple tasks and deadlines.</li> </ul>

	<ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office Suite.</li> </ul>
<p><b>Job Description:</b></p>	<ul style="list-style-type: none"> <li>• Overseeing daily transportation operations, including scheduling and routing.</li> <li>• Ensuring compliance with transportation laws and regulations.</li> <li>• Maintaining vehicles in optimal condition and managing repair schedules.</li> <li>• Monitoring transportation costs and optimizing budgets.</li> <li>• Improving safety procedures and conducting regular staff training.</li> <li>• Supervise and coordinate transit operations for international routes.</li> <li>• Lead and manage a team of junior and operational staff.</li> </ul>

**No. 12**

**Position:** Senior Officer (TIR)

**Vacancy:** 02

**Location:** Kashghar (China)

**Selection Criteria:**

<ul style="list-style-type: none"> <li>• <b>Qualification:</b></li> </ul>	Master / Bachelor's degree.
<ul style="list-style-type: none"> <li>• <b>Experience:</b></li> </ul>	Minimum 1 year experience in relevant field.
<ul style="list-style-type: none"> <li>• <b>Skills / Competencies:</b></li> </ul>	<ul style="list-style-type: none"> <li>• Strong communication and organizational skills.</li> <li>• Ability to manage multiple tasks and deadlines.</li> <li>• Proficiency in Microsoft Office Suite.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Job Description:</b></li> </ul>	<ul style="list-style-type: none"> <li>• Oversee the preparation and processing of TIR-related documentation, including GD filing, Carnet, CMR, and any other required paperwork.</li> <li>• Ensure that all documentation is accurate, complete, and compliant with international regulations and standards.</li> </ul>



	<ul style="list-style-type: none"><li>• Monitor the progress of document submissions and address any issues that may arise during the documentation process.</li><li>• Identify and troubleshoot any issues related to TIR operations promptly.</li><li>• Collaborate with relevant departments to resolve problems and streamline processes.</li><li>• Maintain detailed records of issue resolution activities for future reference and improvement.</li><li>• Stay updated on international trade regulations and TIR-related guidelines to ensure compliance.</li><li>• Provide guidance to the team and clients on regulatory requirements.</li><li>• Implement best practices for maintaining compliance in TIR operations.</li><li>• Generate regular reports on TIR operations and document processing efficiency.</li><li>• Analyze data to identify trends, areas for improvement, and cost-saving opportunities.</li><li>• Share insights and recommendations with management to optimize TIR operations.</li><li>• Build and maintain strong relationships with TIR customers to enhance satisfaction and loyalty.</li><li>• Address customer concerns and inquiries with professionalism and courtesy.</li><li>• Seek feedback to continually improve the quality of service provided.</li></ul>
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**No. 13**

**Position:** **Senior Officer Contracts**

**Vacancy:** **01**

**Location:** **Rawalpindi**

**Selection Criteria:**

<b>• Qualification:</b>	MBA / MS or Masters / Bachelor's in relevant field.
<b>• Experience:</b>	Minimum 3 years proven managerial experience in similar role.
<b>• Skills / Competencies:</b>	<ul style="list-style-type: none"><li>• Contract Management.</li><li>• Analytical Thinking.</li><li>• Communication Skills.</li></ul>
<b>• Job Description:</b>	<ul style="list-style-type: none"><li>• Identify risks in contract terms and suggest mitigation strategies.</li><li>• Collaborate with legal and compliance teams to address contractual risks.</li><li>• Conduct risk assessments for high-value or complex contracts.</li><li>• Monitor ongoing contracts to ensure risks are managed.</li><li>• Provide recommendations for improving contract management processes.</li><li>• Ensure compliance with international trade laws and regulations</li><li>• Collaborate with legal and compliance teams to mitigate risks</li><li>• Develop and manage agreements with international shipping and transit partners.</li><li>• Ensure all contracts align with corporate policies and objectives.</li><li>• Analyze contract terms for cost-effectiveness and operational feasibility.</li></ul>

	<ul style="list-style-type: none"> <li>• Assess vendor proposals for compliance with tender requirements.</li> <li>• Manage contracts for regional and cross border transportation services.</li> </ul>
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**No. 14**

**Position:** Senior Officer Custom

**Vacancy:** 01

**Location:** Rawalpindi

**Selection Criteria:**

• <b>Qualification:</b>	Masters / Bachelor's degree in relevant field.
• <b>Experience:</b>	Minimum 3 years proven experience in similar role in custom management.
• <b>Skills / Competencies:</b>	<ul style="list-style-type: none"> <li>• Knowledge of Custom Management.</li> <li>• Advance Analytical, Negotiation and Presentation Skills.</li> <li>• Interpersonal &amp; Business Communication Skills.</li> <li>• Networking Skills &amp; Commercial Awareness.</li> </ul>
• <b>Job Description:</b>	<ul style="list-style-type: none"> <li>• Oversee the customs clearance process for imported and exported goods.</li> <li>• Coordinate with importers, exporters, and freight forwarders to expedite clearance.</li> <li>• Verify declarations, invoices, and shipping documents for accuracy.</li> <li>• Ensure adherence to customs laws, tariffs, and tax policies.</li> <li>• Monitor changes in customs regulations and inform stakeholders.</li> <li>• Address non-compliance issues with corrective actions and penalties.</li> <li>• Analyze risk profiles of shipments using customs intelligence systems.</li> <li>• Identify and flag high-risk consignments for further scrutiny.</li> </ul>

	<ul style="list-style-type: none"><li>• Implement risk management frameworks to improve efficiency.</li><li>• Assist in the classification of goods under the Harmonized System (HS) code.</li><li>• Assess the customs value of goods for duty and tax calculations.</li><li>• Resolve disputes related to tariff classifications or valuations.</li><li>• Utilize surveillance systems and tools for enhanced border control.</li><li>• Liaise with government agencies, customs brokers, and transport operators.</li><li>• Prepare detailed reports on customs activities, inspections, and findings.</li><li>• Maintain accurate records of duty payments, violations, and penalties.</li><li>• Ensure proper documentation is submitted for audits and reviews.</li><li>• Should be aware of custom procedures to ensure smooth / timely clearance of shipment in different countries.</li></ul>
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**No. 15**

**Position:** **Senior Officer Custom**

**Vacancy:** **01**

**Location:** **Torkham**

**Selection Criteria:**

<b>• Qualification:</b>	Masters / Bachelor's degree in relevant field.
<b>• Experience:</b>	Minimum 3 years proven experience in similar role in custom management.
<b>• Skills / Competencies:</b>	<ul style="list-style-type: none"><li>• Knowledge of Custom Management.</li><li>• Advance Analytical, Negotiation and Presentation Skills.</li><li>• Interpersonal &amp; Business Communication Skills.</li><li>• Networking Skills &amp; Commercial Awareness.</li></ul>
<b>• Job Description:</b>	<ul style="list-style-type: none"><li>• Oversee the customs clearance process for imported and exported goods.</li><li>• Coordinate with importers, exporters, and freight forwarders to expedite clearance.</li><li>• Verify declarations, invoices, and shipping documents for accuracy.</li><li>• Ensure adherence to customs laws, tariffs, and tax policies.</li><li>• Monitor changes in customs regulations and inform stakeholders.</li><li>• Address non-compliance issues with corrective actions and penalties.</li><li>• Analyze risk profiles of shipments using customs intelligence systems.</li><li>• Identify and flag high-risk consignments for further scrutiny.</li><li>• Implement risk management frameworks to improve efficiency.</li><li>• Assist in the classification of goods under the Harmonized System (HS) code.</li></ul>

	<ul style="list-style-type: none"> <li>• Assess the customs value of goods for duty and tax calculations.</li> <li>• Resolve disputes related to tariff classifications or valuations.</li> <li>• Utilize surveillance systems and tools for enhanced border control.</li> <li>• Liaise with government agencies, customs brokers, and transport operators.</li> <li>• Prepare detailed reports on customs activities, inspections, and findings.</li> <li>• Maintain accurate records of duty payments, violations, and penalties.</li> <li>• Ensure proper documentation is submitted for audits and reviews.</li> <li>• Should be aware of custom procedures to ensure smooth / timely clearance of shipment in different countries.</li> </ul>
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**No. 16**

**Position:** Senior Officer Custom

**Vacancy:** 02

**Location:** Sost

**Selection Criteria:**

<b>• Qualification:</b>	Masters / Bachelor’s degree in relevant field.
<b>• Experience:</b>	Minimum 3 years proven experience in similar role in custom management.
<b>• Skills / Competencies:</b>	<ul style="list-style-type: none"> <li>• Knowledge of Custom Management.</li> <li>• Advance Analytical, Negotiation and Presentation Skills.</li> <li>• Interpersonal &amp; Business Communication Skills.</li> <li>• Networking Skills &amp; Commercial Awareness.</li> </ul>

<ul style="list-style-type: none"><li>• <b>Job Description:</b></li></ul>	<ul style="list-style-type: none"><li>• Oversee the customs clearance process for imported and exported goods.</li><li>• Coordinate with importers, exporters, and freight forwarders to expedite clearance.</li><li>• Verify declarations, invoices, and shipping documents for accuracy.</li><li>• Ensure adherence to customs laws, tariffs, and tax policies.</li><li>• Monitor changes in customs regulations and inform stakeholders.</li><li>• Address non-compliance issues with corrective actions and penalties.</li><li>• Analyze risk profiles of shipments using customs intelligence systems.</li><li>• Identify and flag high-risk consignments for further scrutiny.</li><li>• Implement risk management frameworks to improve efficiency.</li><li>• Assist in the classification of goods under the Harmonized System (HS) code.</li><li>• Assess the customs value of goods for duty and tax calculations.</li><li>• Resolve disputes related to tariff classifications or valuations.</li><li>• Utilize surveillance systems and tools for enhanced border control.</li><li>• Liaise with government agencies, customs brokers, and transport operators.</li><li>• Prepare detailed reports on customs activities, inspections, and findings.</li><li>• Maintain accurate records of duty payments, violations, and penalties.</li><li>• Ensure proper documentation is submitted for audits and reviews.</li></ul>
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	<ul style="list-style-type: none"> <li>• Should be aware of custom procedures to ensure smooth / timely clearance of shipment in different countries.</li> </ul>
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**No. 17**

**Position:** **Outdoor Executive (Custom)**

**Vacancy:** **01**

**Location:** **Karachi**

**Selection Criteria:**

<ul style="list-style-type: none"> <li>• <b>Qualification:</b></li> </ul>	MBA / MS (Supply Chain) or Masters / Bachelor's degree in relevant field.
<ul style="list-style-type: none"> <li>• <b>Experience:</b></li> </ul>	Minimum 3 years experience in similar role in custom management.
<ul style="list-style-type: none"> <li>• <b>Skills / Competencies:</b></li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Custom Management.</li> <li>• Advance Analytical, Negotiation and Presentation Skills.</li> <li>• Excellent Interpersonal &amp; Business Communication Skills.</li> <li>• Networking Skills &amp; Commercial Awareness.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Job Description:</b></li> </ul>	<ul style="list-style-type: none"> <li>• Manage all aspects of customs compliance, including import and export documentation, declarations, and certifications</li> <li>• Ensure compliance with all relevant customs regulations and laws, including tariff classifications, valuation, and origin determinations</li> <li>• Work closely with brokers and vendors to coordinate and facilitate customs clearance processes</li> <li>• Collaborate with internal stakeholders to optimize supply chain processes and drive operational efficiencies</li> <li>• Monitor and analyze customs data and trends to identify opportunities for process improvement and cost savings</li> <li>• Maintain up-to-date knowledge of customs regulations and industry best practices</li> </ul>



	<ul style="list-style-type: none"> <li>• Provide training and guidance to internal teams on customs compliance and procedures</li> <li>• Support internal and external audits related to customs compliance</li> <li>• Manage relationships with customs authorities, government agencies, and industry associations.</li> </ul>
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**No. 18**

**Position:** Senior Accountant / Accountant

**Vacancy:** 02

**Location:** Rawalpindi

**Selection Criteria:**

• <b>Qualification:</b>	MBA (Finance) or higher qualification in same discipline.
• <b>Experience:</b>	Minimum 3 years of post qualification experience.
• <b>Skills / Competencies:</b>	<ul style="list-style-type: none"> <li>• MS Office.</li> <li>• Oracle ERP (HR, Payroll and AP Modules).</li> <li>• Peach Tree, Quick Book, Tally.</li> <li>• Communication Skills.</li> </ul>
• <b>Job Description:</b>	<ul style="list-style-type: none"> <li>• Prepare Bank Summaries / Authority letters / SBU / Bank wise summaries forward to concerned banks for release of NLC Emp's salary / Bonus along with cheques and Bank Summaries and ensure timely disbursed salaries in Emps Bank Accounts.</li> <li>• Calculation financial Effect of different min sheets, Performance Bonus, Group insurance.</li> <li>• Checking of CP Fund cases of Road Freight JVCo employees..</li> <li>• Correspondence with different Branches / Sections / Setups / Bank regarding Salary issues.</li> <li>• Entry / Update locations costing Information into Oracle.</li> </ul>

	<ul style="list-style-type: none"> <li>• Preparation of Gross Salary Report.</li> <li>• Resolve Oracle Reports Issues.</li> <li>• Verify Ap Reports New Reports for payroll.</li> <li>• NLC SOP's, Policy letters, Bank's Correspondence.</li> <li>• Payment of terminal benefits, TADA.</li> </ul>
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**No. 19**

**Position:** Accountant

**Vacancy:** 01

**Location:** Rawalpindi

**Selection Criteria:**

• <b>Qualification:</b>	Bachelor's / Master degree in Accounting & Finance.
• <b>Experience:</b>	Minimum 2-3 yrs of post qualification experience.
• <b>Skills / Competencies:</b>	<ul style="list-style-type: none"> <li>• Accounting &amp; ERP Oracle Financial.</li> <li>• Analytical skills.</li> <li>• Communication skills.</li> <li>• Time Management.</li> </ul>
• <b>Job Description:</b>	<ul style="list-style-type: none"> <li>• Input of Addition, Deletion / Retirement and updation of Assets in Oracle Application Fixed Asset Management.</li> <li>• Preparation of Fixed Assets and General Ledger for NLC Management.</li> <li>• Liaison and Provision of information with respect to Audit of HQ NLC.</li> <li>• Preparation of JVs in Oracle Application / Data entry in (Oracle Modules AP, AR &amp; FA).</li> <li>• Coordination with internal, external and commercial auditors.</li> </ul>

**No. 20**

**Position:** **Supervisor International Logistics Operations**

**Vacancy:** **01**

**Location:** **Torkham**

**Selection Criteria:**

<b>• Qualification:</b>	Graduation.
<b>• Experience:</b>	Minimum 3-5 years of post-qualification experience.
<b>• Skills / Competencies:</b>	<ul style="list-style-type: none"><li>• Exceptional communication and conflict-resolution skills.</li><li>• Ability to manage multiple priorities and meet deadlines.</li><li>• Knowledge of CRM systems.</li></ul>
<b>• Job Description:</b>	<ul style="list-style-type: none"><li>• Ensure smooth movement of Task Vehicles at border by close liaison with custom agents.</li><li>• Maintain updated state of task vehicles enroute and cross border.</li><li>• Record description of every item and identification number of Ships / Vehicles in which it is loaded.</li><li>• Ensure custom clearance and supported docus of each vehicle for cross border movement.</li><li>• Update the management on each vehicle clearance and further cross border movement.</li><li>• Keep the management updated about status of vehicles and further demand.</li></ul>

**Note: -**

- NLC offers attractive package and fringe benefits as per qualification and experience of the individuals.
- Only shortlisted individuals will be called for test / interview for which No TA / DA will be admissible. Selected candidate(s) can be adjusted anywhere in Pakistan.
- Detailed procedure regarding submission of applications, job specifications and other terms & conditions of employment are available on our website i.e. **<https://nlc.com.pk>**

- NLC reserves the right to withdraw / amend the acquiring process at any stage without assigning any reason. Age limit up to 55 years.
- Employment is on contract basis (extendable).
- Last date for submission of applications **12 January 2025**.

**Procedure**

- ❖ Candidates applying for the positions should apply through our online portal i.e. <https://nlc.com.pk/careers>