



<https://cubeslogistics.com/job/senior-documentation-executive/>

Senior documentation executive

Description

Job Summary

The Senior Documentation Executive is responsible for managing end-to-end documentation activities for dry container import and export shipments. The role involves ensuring timely preparation, verification, and processing of shipping documents while maintaining compliance with international trade regulations, customer requirements, and shipping line procedures. The incumbent will coordinate with customers, shipping lines, customs brokers, transporters, overseas agents, and internal operations teams to ensure smooth cargo movement and timely documentation.

Key ResponsibilitiesDocumentation Management

- Prepare, verify, and process export and import shipping documentation for dry container shipments.
- Generate and review Bills of Lading (HBL/MBL), commercial invoices, packing lists, shipping instructions, delivery orders, arrival notices, manifests, and related documents.
- Ensure accuracy and completeness of all shipping documents before submission.
- Coordinate timely documentation with shipping lines, overseas agents, customs brokers, and customers.
- Monitor documentation cut-off times and ensure timely submission to carriers.

Shipment Coordination

- Coordinate with operations teams for vessel schedules, booking confirmations, container movements, and shipment status.
- Track shipment milestones from booking to final delivery.
- Liaise with transporters, warehouses, CFS, ICDs, and shipping lines to facilitate smooth cargo movement.
- Handle amendments, corrections, and document revalidation whenever required.

Customer Service

- Respond promptly to customer documentation queries.
- Provide shipment updates and documentation status to customers and overseas agents.
- Resolve documentation discrepancies with internal and external stakeholders.
- Maintain strong relationships with customers and service providers.

Compliance & Quality

- Ensure compliance with customs regulations, DGFT guidelines (where

Hiring organization

CUBES International Logistics

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applicable), shipping line requirements, and international trade documentation standards.

- Maintain proper document filing and electronic record management.
- Ensure confidentiality and accuracy of customer information.
- Support internal and external audits by providing required documentation.

Coordination & Supervision

- Guide and support junior documentation executives.
- Review documentation prepared by team members for accuracy.
- Assist in training new employees on documentation procedures and company SOPs.
- Coordinate with finance regarding freight invoices, vendor invoices, and documentation charges where required.

Responsibilities

- Bachelor's degree in Commerce, Logistics, Supply Chain Management, Business Administration, or a related discipline.
- Certification in Shipping, Freight Forwarding, or Logistics is an added advantage.

Qualifications

- 3–5 years of experience in freight forwarding documentation.
- Strong experience handling dry container import and export documentation.
- Experience working with shipping lines, NVOCCs, customs brokers, and overseas agents.

Job Benefits

- Cell phone reimbursement
- Flexible schedule
- Paid sick time
- Provident Fund

Contacts

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