



# Work with leaders in your field every day.

Glencore is one of the world's largest globally diversified natural resource companies and a major producer and marketer of more than 90 commodities. Our operations comprise around 150 mining and metallurgical sites, oil production assets and agricultural facilities - supported by a network of more than 90 offices located in over 50 countries.

We employ approximately 155,000 people including contractors and we provide people with the opportunity to develop and grow their expertise and the confidence to grow their careers.

## Senior Traffic Team Member

**Coal Department  
Baar, Switzerland**

The traffic person is in charge of logistics, finance, hedging, documentation, insurance and related matters and works closely with the team colleagues in the department as well as with people in other departments and field offices.

### The position encompasses the following tasks:

#### Contact with customers/warehouses

- Daily contact with producers, customers, warehouses, agents and field offices
- Organising and controlling deliveries
- Negotiating and presenting of documents
- Dealing with payments, receivables, claims, and all related documentation

#### Bank contacts (Letter of Credits – L/Cs)

- Opening of L/Cs
- Negotiating customers L/Cs with our finance department and banks and effecting collection of payments

#### Logistics

- Co-ordinating of vessels – instructing and following-up from loading to discharging ports
- Organising of international rail- and truck transport including insurance

#### Internal Tasks

- E-mail
- Direct link with traders for the execution of the contracts
- Dealing with accounting staff with regard to bookings, monthly closing tasks and file liquidation

### We are looking for a candidate...

- with a sound educational background
- with 4-6 years' experience in export / logistics (traffic, preferably in commodity handling)
- who is fluent in English (corporate language), any additional language is a great asset

### The ideal candidate...

- is a team player with an independent and flexible work attitude
- is ready to adapt to international practice
- is efficient and has well organized working skills
- has a good know-how in using IT applications (MS Office)

DIVERSIFIED • DEDICATED • DRIVEN

*apply now*

[www.glencore.com/careers](http://www.glencore.com/careers)

