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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.

Junior Traffic Team Member

Nickel Department
Baar, Switzerland

The Junior Traffic Team Member supports traffic people with tasks in administration, accounting and file maintenance.

In details, the position encompasses duties and responsibilities as follows:

Logistics

Assist in organization of bulk- and container shipments in co-operation with the traffic team. Where necessary, organise truck transports or release of material in warehouses. Daily contact with ship-owners/brokers, agents, warehouses and inspectors

Documents

Assisting the traffic team with issuing of documents for negotiation under L/Cs, including issuance of drafts and insurance certificates

Payments

Preparing and executing payments on behalf of Traffic Team Member via in-house electronic funds system in close cooperation with Finance Department

Accounting

Book invoices for deliveries into in-house computer system to record the purchase or sales; check storage invoices received from warehouse companies and collect finalized traffic files and prepare them for liquidation.

Contact to clients / field offices

Correspondence on availability of materials in production, transit and in stock; full documentation, invoicing, outgoing and incoming payments, client exposure control and claim handling

Internal Tasks

E-mail exchange and 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 good understanding of MS Office (Word, Excel)
- who is fluent in English (corporate language)
- who has got a solid educational background (commercial job apprenticeship)

The ideal candidate...

- is a team player with an independent and flexible work attitude
- is ready to adapt to international practices

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