



# 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.

## Traffic Team Member

Zinc/Copper Department – Copper Metals Team

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:

- **Logistics**  
Vessel chartering or container shipments in co-operation with our chartering department; organizing rail, truck and air transport or releasing of material in warehouse
- **Bank contacts – Letters of Credit (L/Cs)**  
Opening and checking of L/C's for our suppliers and receiver; requesting amendments and negotiating documents for collection of payment
- **Hedging**  
Calculation of metal quantities and foreign currency amounts to be priced
- **Contact to clients/field offices**  
Correspondence on availability of material in production, transit and in stock; documentation, invoicing, payments, client exposure control and claim handling
- **Insurance**  
Insuring risks of each transport as well as material in storage
- **Internal tasks**  
Email exchange and direct contact with traders for the execution of contracts; controlling of client exposures and dealing with accounting department with regard to bookings, account reconciliation, monthly closing tasks and file liquidation

### We look for candidates with....

- a sound educational background (commercial apprenticeship plus a further professional education or bachelor)
- 2-4 years of working experience, ideally in commodity export/logistics
- excellent English skills (company language), any further languages are of advantage

### The ideal candidate is...

- a team player with an independent and flexible work attitude
- ready to adapt to international practices
- efficient and well-organized working skills
- good know-how in using IT applications (MS Office, Business Objects)
- a person who thinks and acts maturely and is able to take responsibility will fit in well with our multicultural and entrepreneurial as well as performance driven environment

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