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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.

## Compliance Assistant

Compliance Department  
Baar, Switzerland

For our growing Compliance Team we are looking for an independent and flexible assistant who will support our team in various administrative tasks.

### In detail, the position encompasses duties and responsibilities as follows:

- providing general support to the compliance team in its day to day functions including assisting with:
  - Know Your Customer procedures;
  - administration and tracking of the Group's compliance training programme; and
  - collecting and maintaining information on the Group's compliance activities;
- general administrative work, including filing and archiving

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

- with 1-3 years of experience as an assistant, preferably in a similar function
- having strong IT skills including good knowledge of MS Office tools
- who is fluent in English (corporate language), any additional language is a great asset

### The ideal candidate...

- has an independent and flexible work attitude and is able to work well under pressure
- has efficient and well organized working skills and good accuracy and attention to detail
- has very good written and verbal communication skills
- has a good know-how in using IT applications (MS Office)

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