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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 of 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 160,000 people including contractors and we provide people with the opportunity to develop and grow their expertise and the confidence to grow their careers.

Compliance Coordinator

Zinc/Copper Department Baar, Switzerland

The Compliance Coordinator is in charge of the compliance procedures within the Contract Writing Team of the Zinc/Copper Department, and is responsible for ensuring compliance with regulatory requirements and with our internal standards and policies in order to assess, identify and document compliance risks. The Compliance Coordinator works very closely with the Contract Writing Team, Traders and Traffic teams of the Zinc/Copper Department, the Corporate Compliance Department and liaises with our field offices worldwide.

In detail, the position encompasses the following duties and responsibilities:

- Performance of requested compliance checks, responsible for the execution of the Know Your Customer and Due Diligence procedures for the counterparties of the Zinc/Copper Department
- Responsible to assess and provide guidance to the business in order to effectively avoid, respectively manage compliance risks
- Interacts closely with the Contract Writing Team, Traders, Traffic, as well as with the Corporate Compliance Department.
- Has direct contact with customers and colleagues in field offices worldwide in order to request and evaluate the compliance documentation
- Is responsible for maintaining the internal database and performs administrative tasks related to the compliance documentation

We are looking for candidates with...

BA degree or similar in Economics, Law or similar. Experience in Commodity Trading is a plus

The ability to prioritize tasks and to work with short deadlines and ad-hoc requests

The ability to work and communicate with people from various multi-cultural backgrounds inside and outside the Company

An understanding of economic workflows, legal requirements and the interaction between both

The ideal candidate is...

Ethical and principled, a strong team player with proven organisation skills, an independent and flexible work attitude and able to work under pressure. In addition, the ideal candidate has proven skills in critical thinking and is able to think out of the box, is proactive, appropriate in communication and is able to build and maintain a sustainable network with respective stakeholders

Is comfortable using IT applications (MS Office).

Fluent in English (advance/proficiency level) and has excellent communication skills. Any other language is a plus

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