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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.

Traffic Assistant

**Zinc/Copper Department – Copper Division
Baar, Switzerland**

The Traffic Assistant supports Traffic people with tasks in administration, accounting and file maintenance.

Responsibilities:

Payments

Preparing payments basis Traffic inputs

Documents

Assisting the Traffic Team in issuing documents for negotiation under L/Cs, including issuance of drafts and insurance certificates as well as Certificates of Origin from Chamber of Commerce

Accounting

Booking of invoices for deliveries into in-house computer system to record the purchase or sales, checking storage invoices received from warehouse companies and collecting finalized traffic files and preparing them for liquidation

Other tasks

Various other admin tasks on regular or ad-hoc basis as needed by the Traffic Team

Qualifications:

- A good understanding of MS Office (Word, Excel)
- Fluency in English (corporate language)
- A solid educational background (commercial job apprenticeship)

The ideal candidate is:

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

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