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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 operation 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 146,000 people including contractors and we provide people with the opportunity to develop and grow their expertise and the confidence to grow their careers.

Contract Coordinator

Zinc/Copper Department Baar, Switzerland

The Contract Coordinator is in charge of all sale and purchase contracts, and its related legal documents of the Zinc/Copper Department including compliance checks and maintenance of the internal database. The Contract Coordinator works very closely with the Trading and the Traffic teams of the Zinc/Copper Department, its team colleagues and liaises as well with people in other departments of the Company, if necessary.

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

- Drafting/issuing/reviewing of purchase and sales contracts including all related legal documents and its verification with Compliance, Insurance, Finance etc.
- Documentary monitoring, including co-managing of contract changes and corrections
- Maintenance of the internal trading system and administration of the files
- Performance of requested compliance checks and similar
- The Contract Coordinator interacts with Traders, Traffic and other Teams and may have direct contact to customers and colleagues in field offices
- The Contract Coordinator is also involved in administrative tasks related to the contracts

The ideal candidate is a strong team player with proven organisation skills in the work environment and an independent and flexible work attitude. In addition, the ideal candidate has proven skills in critical thinking and sound judgment and experience with contract language, terms/conditions development.

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, the legal requirements and the interaction between both

The ideal candidate is...

Efficient, able to work under pressure, very well organized and comfortable in using IT applications (MS Office)

Fluent in English (advance/proficiency level) and has excellent communication skills, both verbal and written, and a flair for legal language. Any other language is a plus

The candidate should like to work very close to the daily business and being a hands-on person with a strong commercial approach

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