



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 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.

Based at the Headquarter in Baar/Switzerland, our Ferro-Alloys Department looking for a

Traffic Team Member

**Ferro-Alloys Department
Baar, Switzerland**

The traffic person is in charge of logistics, shipping, 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.

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

Logistics

Organize bulk- and container shipments in co-operation with the traffic team. Where necessary, organise rail and truck transports or release of material in warehouses. Daily contact with ship-owners/brokers, agents, warehouses and inspectors

Bank contacts – Letters of Credit (L/Cs)

Opening of L/Cs for our suppliers and checking L/Cs of our receivers for their workability, requesting amendments and negotiating documents for collection of payment

Insurance

Insuring risks of each transport as well as material in storage

Contact to clients / field offices

Correspondence on availability of materials in production, transit and in stock; full documentation, invoicing, outgoing and incoming payments, client exposure control and claim handling

Internal Tasks

E-mail / fax exchange and direct link with traders for the execution of the contracts

Dealing with accounting staff with regard to bookings, monthly closing tasks and file liquidation

We are looking for candidates...

...with a sound educational background and 2-3 years of export / logistics / shipping experience, preferably in Commodity handling

...who are fluent in English (corporate language), a good understanding of any other language is a great asset.

The ideal candidate is...

...a team player with an independent and flexible work attitude and is ready to adapt to international practices. Efficient and well-organized working skills as well as a good knowledge in using IT applications (MS Office) are a key to success.

Candidates who think and act like owners, able to take responsibility will feel well in our multicultural and entrepreneurial as well as performance driven environment.

DIVERSIFIED • DEDICATED • DRIVEN

apply now

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GLENCORE