



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.

Traffic Team Member

Coal Department

Baar, Switzerland

The traffic person has extensive knowledge and experience in logistics, finance, shipping documentation, insurance and related matters. They work closely with colleagues within the team in the department as well as with colleagues in other departments and field offices.

The position encompasses the following tasks:

Contact with customers/field offices

- Daily contact with producers, customers and field offices on logistical matters
- Coordinating the shipment
- Negotiating and presenting of documents
- Arranging payments, closely monitoring receivables, claims, and all related documentation

Bank contacts (Letter of Credits – L/Cs)

- Opening of and checking of L/C's for our suppliers and receivers, requesting amendments
- Negotiating of documents under the L/Cs for collection of payments

Internal Tasks

- E-mail exchange
- Taking ownership of the workflow for a trade once completed by the relevant trader
- Negotiating and issuing contracts based on the trade details and working with other internal Glencore departments
- Liaising with the trader during the execution of the trade / file
- Dealing with accounting in regards to bookings, monthly closing tasks and file liquidation
- Finance department concerning Letters of Credit
- Ensuring all files are up to date within companies policies and procedures

Contact to supervision companies and laboratories

- Giving full and detailed instructions to perform the necessary supervision job as well as instructions for assaying and umpire

Logistics

- Liaising with vessel agents / vessel owners and our internal freight team
- Liaising with terminals and trying to maximise overall positions
- Managing vessel nominations and schedules

We are looking for a candidate...

- with a sound educational background
- with 4-6 years' experience in export / logistics / traffic, preferably in bulk commodity handling
- Excellent English skills (corporate language), any further languages are of advantage

The ideal candidate...

- is a team player with an independent and flexible work attitude
- Ability to integrate and to work well in a multicultural team and environment
- Efficient and well organised working skills with good know-how in IT applications (MS Office)

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