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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 158,000 people including contractors and we provide people with the opportunity to develop and grow their expertise and the confidence to grow their careers.

Contract Specialist

Zinc/Copper Department
Baar, Switzerland

As a Contract Specialist, you will be part of the Contract Writing Team, which is a specialized, international and dynamic team within the Zinc/Copper Department. You will be in charge of drafting the sales and purchase contracts for the various commodities handled in the Zinc/Copper Department and their related legal documents. You will further be supporting the commercial/legal work throughout all phases of the deal starting from the business proposal until post signature issues. You will work very closely with the Trading and Traffic teams of the Zinc/Copper Department, your team colleagues, our field offices worldwide as well as customers when necessary.

Responsibilities:

- Drafting/issuing/reviewing of sales and purchase contracts including all related legal documents (NDA/LOI/Force Majeure declarations, etc.) and its verification with Trading, Compliance, Insurance, Finance, etc.
- Providing prompt practical/creative business oriented legal and commercial advice directly to traders and other stakeholders within the department as well as to customers
- Offering proactive advice and signalling of prospective legal/commercial risks
- Assisting all Teams within the Zinc/Copper Department with regard to various legal matters
- Maintaining the internal trading system and administration of the contract files

Qualifications:

BA degree or similar in economics, law or comparable education. Experience in Commodity Trading is a plus

To strengthen our team, we are looking for candidates with...

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

An interest in Commodity Trading

The ideal candidate is...

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

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

A strong team player, with the ability to also work independently, with a proactive and flexible work attitude

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