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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.

Based at the **Headquarters** in **Baar/Switzerland**, our **Compliance Department** is looking for an

Assistant – Training, Awareness and Policies (100%)

The position encompasses duties such as:

- Providing support to the compliance team in its day to day functions including:
 - helping roll-outs and logistics of online and classroom compliance trainings and events, including keeping an up to date overview of training completions and escalating non-completions as per internal procedures
 - working closely with IT on the maintenance of our training platforms
 - booking meeting rooms
 - taking care of general administrative work, including maintaining training, awareness and policy materials in shared team drive folders

We are looking for a ...

- KV Graduate with 1-3 year of experience in an administrative role
- with excellent IT skills – MS Office, SharePoint Web Services
- with strong organizational skills and the ability to multi-task, prioritise and complete tasks with accuracy and attention to detail
- who can work proactively and is a team player
- who is fluent in English (minimum C1 level); any additional language is a great asset

The ideal candidate...

- is self-motivated, enthusiastic and demonstrates a high level of trust and integrity
- has very good written and verbal communication skills

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