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leaders in
your field
every day

Traffic Assistant 100%

Copper Department

Baar, Switzerland

The traffic assistant supports traffic people with tasks in administration, accounting and file maintenance:

The main tasks and responsibilities include:

- Preparing payments based on traffic inputs
- Assisting the traffic team with the issuance of documents for negotiation under Letter of Credit, including issuance of drafts and insurance certificates as well as certificates of origin from Chamber of Commerce
- Booking invoices for deliveries into our in-house computer system to record purchases or sales, checking storages invoices received from warehouse companies, collecting finalized traffic files and preparing them for final liquidation
- Various administrative tasks on regular or hoc basis as needed by the traffic team

Qualifications and experience:

- A solid educational background (commercial apprenticeship)
- Fluent in English (spoken and written), further languages are of advantage

The ideal candidate:

- Is flexible, able to work under pressure and multi-task
- A good team player who has the ability to integrate and work in a multicultural team / environment
- Has efficient and well organized working skills and good accuracy and attention to detail
- Good know-how in using MS Office (Excel, Word, Outlook)
- Is looking for a chance to eventually move to a future traffic position

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agricultural facilities – supported by a network of more than 90 offices located in over 50 countries.

We provide people with the opportunity to develop and grow their expertise and the confidence to grow their careers.

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