



Company:

Trafigura is one of the largest independent companies trading commodities today. We handle every element involved in the sourcing of crude oil, petroleum products, metals, metal ores and concentrates for industrial consumers.

Our 1,900 people operate in 44 countries to give us the local knowledge to anticipate and respond to variations in global supply and demand.

Job Title: **Entry Level Traffic Operator**

Main purpose of Job:

Traffic Operators are responsible for all aspects of executing physical shipments. Responsibilities include but are not limited to logistics, hedging, profit and loss issuance and risk mitigation covering copper, zinc and lead metal shipments.

Key Responsibilities:

Direct contacts to customers

- Written and verbal contacts with suppliers and receivers
- Co-ordinating the shipments with our customers
- Letter of credit negotiation according to contract terms
- Arranging for inspection, sampling, assaying and umpires of the various products
- Declaring quotational periods (hedge)
- Preparing for all necessary documentation (holding certificates,
- Releases, transport documents, invoices etc.)
- Checking and arranging payments, claims

Bank contacts

- Opening/checking Letter of Credit
- Arranging for documents and collection of payments

Shipping

- Arranging for the various international transport by sea-,rail-, barge and truck
- Insuring the cargo/transport
- Checking and calculating demurrage/despatch
- Being in regular contact with brokers, shipping agents, stevedores

Internal work

- Checking and up-dating various shipping positions, exposure cards etc.
- Working closely with traders and our various departments of finance, accounting, hedging and liquidation

**Key Relationships:**

- Traders
- Trade Finance department
- Accounting department
- Treasury department
- Risk and VAT

Reporting Structure:

- Reporting directly to the Head of Operations

Experience/Knowledge/Skills:

- Graduates educated to minimum degree level 2:1 / 3.4 GPA (or equivalent) in Mathematics / Statistics / Economics or a related subject, ideally with 6 to 24 months relevant work experience
- Fluent English essential as daily contact with traders and internal departments is conducted in English, additional languages are an advantage, especially Mandarin, French and Spanish
- Strong communication skills and numeral literacy are very important
- Ability to be flexible and work to deadlines and under pressure
- Accurate and efficient working style with good attention to detail to complete the daily processes
- Open Personality with energy and drive
- IT skills: Excel, Word, Outlook