



Our Customer a global trading company and is an important participant in the petrochemical and petroleum products industry. To support the Operations team at the headquarters in Zug, Switzerland we are looking for an energetic person to join as a:

Junior Traffic Operator

Main responsibility:

Assist in our daily logistic processes.

Tasks:

- Create and issue contracts (contract administration)
- Create and issue L/C documents
- Send B/L instructions
- Create letters of indemnity
- Order Certificates of Origin
- Voucher primary and secondary costs
- Enter trade data and maintain trading system
- Issue invoices
- Coordinate with surveyor and inspection companies

Your profile: Excellent communication skills. Proficiency in English both verbal and in writing; additional languages will be an advantage. Commercial thinking. Well organized with attention to detail. Able to work under pressure. Excellent team player and eager to take responsibility. Interested in the logistic processes of commodity trading. Willing to learn and progress.

If you are challenged by this opportunity to work in a dynamic organization where your contribution will be recognized, with opportunities for career growth, please send your CV to: monika.zanella@mz-personal.ch