



Our client is an innovative international Commodities Trading company based in Zug/ZG.

In order to expand their team, we are currently looking for a Traffic Specialist.

Traffic Operator Metals

Responsibilities:

- Processing documentation and complying with all requirements as listed under letters of credit and transport documentation and all aspects commodity transactions.
- Executing contracts including preparation of documentary instructions as per contracts and letter of credit (import/export L/C). Forwarding the instructions to related parties, appointing surveyors, following-up cargo and services documents and providing final approvals for the issuance.
- external contracts include banks, freight agents and 3rd party commodity receivers.
- Contact person for clients in terms of logistic matters.
- Logistics Operations: Coordination operations with the logistics companies, following up daily warehouse transfer reports, stock controls and independent inspections.
- Managing transportation from ports and warehouse.
- Replying to overseas inquiries in a clear, concise and timely manner
- Supervising loading discharging of cargos
- Arranging inspection services
- Managing all documentary presentations
- Negotiating service contracts with surveyors and updating the necessary data into contract execution system.
- Ensuring that each transaction file is complete.

Requirements:

- solid knowledge on hedge and metals market.
- Team player and ready to help
- Good to set up procedures and make others to get engaged
- Able to work with exposure/position and quick to solve inconsistencies
- Issue and explain P&Ls and its results
- Communication skills to be on top of daily situation and keep the team informed.

Job requirements:

MZ Personalberatung, Poststrasse, 24, 6301 Zug

Telefon: 041 726 49 40

Website: www.mz-personal.ch



- 3-5 years related experience in commodity trading
- Familiar with letters of credit and international transport documentation
- Good knowledge in MS office
- Self-conscious and reliable
- English (written & spoken), good knowledge of German is a plus

This is an excellent opportunity for a qualified professional to join a young and dynamic team in Zug.

Please note that due to strict work permit restrictions, we can only accept candidates already based in Switzerland and holding valid Swiss work documents.

Please send your full application to Monika Zanella

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