



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 a motivated and determined

Junior Traffic Operator

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

Your professional profile:

- At least 2-3 years experience in similar role in a multinational company
- Advanced knowledge in MS Excel
- Excellent in English, level Proficiency

Your personal qualities:

- Reliable, accurate and exact working method
- Flexible, resilient and able work under pressure
- A good team player and able work independently

The company offer:

- A professional team
- Opportunity to work in a dynamic and international and multicultural trading environment
- Attractive workplace in the center of city

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