

**DESCRIPTION**

Our Client is an international trading company with over 20 years experience in ferroalloys products, with a presence in multiple locations in Europe, Asia and the US. We are looking for a new Trade Finance Officer with previous experience, preferably in trading companies.

**QUALIFICATIONS – EXPERIENCE - SKILLS**

- Significant experience within a trading company or bank active in the CTF business as Account Of-ficer or equivalent
- Negotiation and risk analysis skills
- Fluent in English
- Microsoft Office, Microsoft Dynamics (NAV)

**MAIN TASKS & RESPONSIBILITIES**

- **Follow-up of Trade Finance positions and daily operations:**
  - Daily monitor of Trade Finance positions in order to check and explain potential discrepancies between Banks positions
  - Update Trade Finance positions according to Additional Agreements / Supplemental Agreements
  - Follow-up and registration of incoming and outgoing payments (goods, transportation and services)
  - Presentation of deals to Banks for financing purpose
  - Follow-up of outstanding deals and daily operations
  - Registration of deals into positions
  - Check, registration of shipments, discharges, purchase & sale invoices as well as registration of Holding Certificates & Warehouse Receipts
  - Checking and instructing release requests to financing Banks
  - Drafting Checking expiring tenors for Storage, Transit, and for presentation of sale invoices after release/delivery
  - Drafting, checking and tracking Assignments of Proceeds (AoPs) as well as Renunciation of Rights (RoRs) and Conditional Releases
- **Daily follow-up of Trade finance instruments for securing payments and performance:**
  - Drafting/checking Letter of Credits (LCs) and documents for LCs negotiations
  - Presentation of documents to negotiating banks for LCs negotiation, tracking status of LCs negotiations/payments/utilization/ex-piry/costs
  - Drafting/checking/tracking deeds of surety, Purchase Confirmations, Performance Guarantees, Advance Payment Guarantees, Stand-by LCs
- **Processing Bank debit/credit advices:**
  - Checking Bank debit and credit advices
  - Supporting Accounting Dept. with tracking and classification of bank charges
  - Investigation, allocation and registration of financing commissions
- **Interaction with financing Banks and other departments:**
  - Providing banks with necessary information and documentation (Bills of Lading, invoices, contracts, etc.) for transactions follow-up and good orders sake maintaining a daily interaction with Key Account officers
  - Coordinating with Logistic-Operation Depts. for reconciliation of Physical-Paper positions as well for correct invoicing/releasing procedures
- **Reporting:**
  - Weekly reports for expiring storages to Line Manager; Periodic Banks commissions reports; Ad hoc reports to middle and top management
- **Archiving documents in the system and in paper folders:**
  - Saving scan-copies of documents (L/C, amendments to L/C, PCO, AoP, Deed of Surety, etc.) in relative folders and support
  - Accounting for the correct registration in NAV
  - Giving all paper documentation to secretary for physical archiving

**LOCATION & JOB CONTRACT INFO**

CH – Lugano, 100% (full time) – Permanent Job Contract

Please send CV (with current photo) by e-mail to [luca.frigerio@4uc.ch](mailto:luca.frigerio@4uc.ch), showing the **Ref. CO-383**; as stated in the **EU Directive 2016/679 (GDPR)**, please clearly consent to the treatment and processing of personal data present in your CV, for the Personnel Research and Selection exclusively purposes. Please also be kindly informed **we will not be able to process your application without your explicit consent**; this consent may be revoked at any time by writing to: [info@4uc.ch](mailto:info@4uc.ch). Finally, we will get in touch with you by when your profile will match with the posted vacancy.