

## DESCRIPTION

Our Client is a Swiss private trading company specialised in non-ferrous metals products trading. We are looking for an experienced Back Office Administrator. This is an opportunity for someone with previous sales/logistic and back office experience, You (M/F) will be responsible for the office administration along with the general running of the business, whilst dealing with customer enquiries on a day to day basis.

## QUALIFICATIONS – EXPERIENCE - SKILLS

- Strong previous professional experience in trading companies specialised in non-ferrous metals products
- Fluent in english. Other European language are considered a plus
- Working in an international environment
- Mastering tools of international trade (INCO-terms, UPC 600, letter of credit, etc.)
- Ability to work under time pressure and changing priorities
- Strong customer focus & ability to provide best service in every situation in respect of the company's resources and policies

## MAIN TASKS & RESPONSIBILITIES

- Review of Open Account, Prepayment and L/C sales agreements and related contractual instruments. I.e. Amendments, Addendums, Tripartite agreements
- Ensure consistency between sales agreements and payment instruments
- Close communication with Traders and Producing concerning contractual obligations
- Close coordination with Negotiating Banks in our banking network
- Management of documentary credits, opening, amendments and negotiations
- Close communication with Traders concerning Client Purchases, Contracts and Documents Negotiations
- Close communication with Shipping Agents concerning vessel nominations and shipping instructions
- Control of Credit Advices, Agent Fees and Surveyor invoices

## 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-113**; **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.