



TRADE EXECUTION COORDINATOR

Company profile:

Our client is a world wide supply chain manager in agricultural materials for the feed-, food and fuel industry. Also more and more leading in businesses like cocoa, coffee, cashew, rice and cotton.

Our client is working in an international environment in more than 60 countries. The commodities are bought and distributed in many countries in- and outside Europe. Our client have offices in whole Europe to be the supply chain company with a strong customer focus. The head office is based in Amsterdam. Work office is in Rotterdam.

Job description:

This role would suit candidates who are looking for Account Handling/Sales/Customer Services Positions or for an experienced Shipping Executive/ Freight Forwarder. The right candidate must be able to keep up with the fast paced, high demanding role to provide full support to the trade to source EU/CIS sugar and its movement to destination.

You will be the main contact for our existing- and new customers. You will be providing our traders- and their customers with trade- and logistic support, and will take care of the contract execution from the moment the contract gets issued until it has been fully executed.

This will include booking space with shipping lines, arranging pre-carriage, sending call forwards to our suppliers and managing all obstacles which may come across. You will be part of a global operations team.

Job Content:

- Coordination with Supplier/Buyer and supervision companies for shipment execution.
- Freight bookings with shipping Lines and forwarders (both by rail and by sea, both container and break bulk).
- Handling queries for both buyer and suppliers. Resolving them promptly and in line with the business service level agreements.
- Issuance of contract notices (nominations, sending doc instructions, shipment advices) as per contract terms.
- Preparing shipment documents.
- Handling documentation with suppliers/buyers/bank under CAD/LC terms and conditions and its timely submission.
- Timely execution and regular follow-ups with all related counter parties.
- Various system updates & reportings. Liase with various Olam departments like accounting and trading for carrying out trade execution activities smoothly and efficiently.
- Maintaining accurate shipment records.
- Scrutinizing and processing commodity / service invoices for payment
- Payment follow up with the buyer and ensure all outstandings against the shipment settled and closed.
- Settle shortage claims.
- Take ownership of any escalated issues regarding.

Education & Experience:

- Vast experience in handling export documents, letters of credit, CAD, logistics, global shipping, incoterms and supply chain procedures in a related Industry.
- Experience in contract execution.
- Fluent in both written and spoken English and Russian, any other EU languages are a pre.



- 3-5 Years' Experience in Shipping responsibilities in the Agri-Commodity Industry, preferably in Sugar.
- Enjoy working in a dynamic, demanding and fast-paced environment, whilst remaining stress resistant.
- Valid EU work authorization.

To be successful in this role the ideal candidate must be:

- A highly motivated self-starter with strong work ethic. This is a demanding role and not a 9-5 commitment.
- Confident and have the ability to be assertive with senior stakeholders.
- Capable of managing multiple tasks in a fast paced environment.
- Accurate and analytical; attentive to detail.
- A strong communicator with excellent verbal, written and interpersonal skills.
- Able to meet short deadlines and able to rearrange priorities accordingly.
- Understand the needs of customers and be able to remain patient, calm and polite in difficult situations.
- Proactive and able to identify potential problems and solve them effectively.
- Bachelor level logistics or economics

They offer:

- The possibility to work in a professional international trade company with many career options
- International dynamic work environment with young enthusiastic colleagues with a strong focus on your own development
- A fulltime position, part-time in the future is possible
- Excellent working conditions (primary & secondary)

Information:

For more information about this position please contact Drs. Erik Koldenhof (erik@actgroep.nl) 0031-6-21826582