

United Arab Emirates Jobs Expertini®

Trading Operations Manager (LPG)

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Company: ADNOC

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

JOB PURPOSE

Manager Trading Operations is responsible for all commercial, logistical and administrative support to specific product portfolio marketing activity, to ensure that all obligations arising from the contract and charter party are met and carried out professionally.

Jobholder is expected to defend the P&L and look out for opportunities to maximize margins through effective planning and asset utilization, preventing unnecessary downtime/demurrage or improving blend margins.

COMMUNICATION & WORKING RELATIONSHIPS

External Vendors, Inspectors, Agents, Brokers, Counterparties, Superintendents

Internal Trading, Shipping, Finance, Insurance teams

FINANCIAL ACCOUNTABILITY (AREA & NATURE)

Expenses/Cost: Related to physical execution of contracts

DUTIES & RESPONSIBILITIES

Constantly analyse and evaluate the challenges and constraints of end-to-end supply chain and support department manager in developing and operationalizing a plan to eliminate or minimize their impact

Focus on transport economics, min/max load balances and inventory optimization, by

using analytical models and tools

Organize, manage, track and balance physical product movements based on the supply and demand plan

Ensure that all obligations arising from the contract and charter party are executed flawlessly, in compliance with governmental and industrial regulations as well as company's 2019s guidelines

Optimize deal execution within deal limits, in terms of both cost minimization and margin maximization

Assess the risks pertaining to the execution and mitigate them in coordination with involved parties

Daily external interface with contractual counterparties, terminal operators, vessel owners/brokers and contracted vendors such as cargo surveyors or port agents

Daily internal interface with Cargo/Freight Traders, Shipping & Maritime, Manufacturing, Product Optimizers, Claims, Contracts, Demurrage, Legal and Trade Finance

Manage product quality parameters/specifications to both ensure compliance with contractual terms as well as maximize profitability

Manage cargo operations including off-spec issues, cargo readiness, scheduling, load & discharge, STS transfers, blending and volume/date-range optimization

Ensure that any necessary financial security is in place prior to transfer of title to customers

Appoint independent cargo surveyors, expeditors, ship-to-ship service providers and ships agents

Appoint independent inspectors and expeditors and be able to investigate matters relating to product quality

Schedule and manage movement of refined products, and components that involve different complexities

Handle complex loadings and blending of products in line with traderu2019s requirements, internal processes and blending facilities availability

Ensure that all necessary operational information is passed on time and documentary requirements are met

Deal with contractual problems ensuring that they are managed professionally and optimally for the trading business

Ensure that all operational data is updated into trading systems in timely and accurate manner, facilitating up-to-date and accurate information flow

Support post-deal activities like settlements, customs clearance, demurrage, claims etc.

Keep adequate records to meet the companyu2019s legal and fiscal obligations, as well as making any required regulatory filings (Customs, etc.)

Provide guidance for necessary cargo invoicing work, diversion payments, and clearances of accruals

Be responsible for daily updating/ monthly reconciling of inventory at terminals and adhering to end of month processes

Generate Inventory, forecast and schedule reports

Manage a solid networking foundation amongst key internal and external contacts, including but not limited to suppliers, customers, and logistical service providers

Provide back-up coverage to other team members as outlined by line manager for coverage planning

Support KYC of 3rd party service providers including storage companies, independent inspectors, shipping agents etc.

Carry out any other reasonable and lawful request directed by the Management

Maintain and ensure confidentiality at all times

Represent the company in a positive and professional manner

Adhere to the company's rules, regulations, procedures and policies at all times

JOB SPECIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIOURS)

Education

Bachelor's degree in Business, Commercial, Logistics, Economics or related field

Master's degree in related field is an advantage

Experience

6+ years in commodities trading business

3+ years in trading operations within the same product portfolio, preferably with experience in the same role

Knowledge

Comprehensive in Supply Chain (Products, Logistics, Processing)

Advanced in Legal & Contracts (Law, Incoterms, Tax, Regulation)

Advanced in Finance (Credit, Cost Control, Treasury)

Practical in Trading

Abilities

Proactive planning & organizing

Analytical

Attention to details

Customer focus

Negotiation

Teamwork

Communication (oral and written)

Collaboration

Work under pressure

Manage multiple priorities

Problem solving

WORKING CONDITIONS

Physical Effort: Minimal

Work Environment: Office

Working schedule: As per the companyu2019s policy

DISCLAIMER

The purpose, duties, responsibilities, accountabilities, experience, qualifications, skills, competencies, abilities, requirements and conditions set out in this job description are intended to describe the general nature and level of work being performed by the employee assigned to this job and are not exhaustive of the tasks the employee may be required to perform. The employer reserves the right to revise this job description at any time and requires employees to perform other tasks as circumstances or conditions of its business, competitive considerations or work environment change.

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