



Integra is a leading petrochemical trading group with a unique combination of global reach, fast and effective communication, technical skills, market knowledge and an absolute commitment to customer and supplier partnerships. See more at: [www.integra-global.com](http://www.integra-global.com)

**Integra Petrochemicals Pte Ltd, based in Singapore, is looking for an**

## **Operations Executive (East of Suez)**

### **Job Responsibilities:**

In your role as the Operations Executive you will handle the petrochemical gas and liquid logistics of the business and act as an interface between traders, chartering, finance and contract admin department, and most importantly act as a hub between internal and external suppliers, customers and service providers working in the international as well as domestic markets.

Tasks include:

- Day-to-day operating of contracts and follow-up of post-operation outstandings, including liaising closely with the traders and where required with the company's legal, insurance and marine specialists as well as surveyors. Knowledge of inventory management and storage will be an advantage.
- Efficient liaison with internal and external customers and provision of a first-class service to them. Strong communication skills on awareness of internal and external customer needs.
- Providing necessary support to the company's traders to ensure an efficient and smooth process.
- Preparation of full set documents in compliance with LC.
- Support of the company's finance department with regard credit related matters (LC opening and invoicing), ensuring the accurate management of letters of credit and other documents required for the performance of contracts.
- Accurate collation and timely dissemination of contract status reports, including outstanding receivables and payments.
- Act as liaison between clients and the company to ensure that our business is correctly executed and our customer interface is professionally and well maintained.
- Provide various depts within the company with market information gained from discussions with 3<sup>rd</sup> parties that will add to the understanding of the market and the company's profitability.
- Price calculations if deals are on formula pricing.

You are expected to be able to represent the company and its brand at all times in a professional way with the fullest integrity and respect both internally and externally.

### **Requirements:**

- Minimum of 3 years of working experience in the petrochemical or related industry preferably in a trading environment, handling operations/logistics.
- Shipping/ chartering knowledge is an advantage.
- Knowledge in order processing: review of purchase & sales contracts; collection of information to support commercial negotiations; interaction with surveyors, shipping agents and banks.
- Knowledge of letter of credit administration: opening and vetting of import/export letters of credit; invoicing; accurate preparation of supporting documentations for LC negotiations with banks.
- High customer orientation (internal and external) and ability to work independently and in a team in an international diverse environment.
- A team player with an accurate and positive working attitude.
- Ability to multi-task with an eye for details.
- Fluent in English (spoken and written) – Company language is English; other languages is an asset.
- Proficient in Microsoft Excel and Adobe Acrobat.

**If you are interested in joining a diverse and talented team, please apply confidentially via email to:**

[HR@integra-global.com](mailto:HR@integra-global.com)