



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

Integra US Marketing LLC, based in **Houston, Texas**, is looking for a

Operations Manager/Senior Operator

Job scope:

In your role, you will be responsible for managing the local Operations team. This includes overseeing the day-to-day operations ensuring smooth operations, acting as an interface between traders, chartering and finance department, and most importantly act as a hub between internal and external suppliers, customers and service providers.

In addition, you will be part of the management team working strategically to maintain and improve the operational service of the company, working closely with senior management, Trading, HR, Chartering and Finance. This involves planning staff numbers and training, as well as taking part in the annual budget including overheads management and being the focal point for 3rd party suppliers both contract and spot in the operational area.

Tasks include:

- Day-to-day operating of contracts and follow-up of post-operation outstanding, including liaising where required with the company's legal, insurance and marine specialists, and ensuring that the team is on top of their business. this involves holding regular team meetings as well as regular one on one discussions.
- Efficient liaison, both face to face and electronically, with customers and provision of a first-class service to them.
- Providing necessary support to the company's traders to ensure an efficient and smooth process and holding regular meetings with trading management on follow up.
- Support of the company's finance department with regard to collection of payments owed to Integra; as well as execution of timely payment instructions to them and 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. This includes being the focal point for operations in Asia for the customer management system (GEN10).

- The management of the Operations team also includes the performance management as well as development and training planning, follow up and ensuring performance management and training goals are achieved working together with the HR department.
- Overseeing that all nominations and demurrages are being handled correctly by the respective depts and individuals alongside the Chartering management and regular contact and meetings with the Chartering management as well as the operations management in Europe and Singapore.
- Monitoring of costs and negotiating and streamlining 3rd party contracts such as storage and inspection, ensuring that the company works efficiently and, in a cost, effective manner. Including reporting to management and making suggestions for change.

Requirements:

- Minimum of 5 years of working experience in the (petro)chemical industry in a trading environment, handling operations/logistics.
- Experience in handling logistics of barges, rail tank cars, trucks and bulk shipping.
- Knowledge in order processing: review of purchase & sales contracts; collection of information to support commercial negotiations; interaction with surveyors, shipping agents.
- Knowledge in letters of credit administration.
- High customer orientation (internal and external).
- A team player, who is able to work under pressure in an international environment.
- Ability to multi-task with an eye for details.
- Mother tongue English; knowledge of other languages is an asset.

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

HR@integra-global.com Only short-listed candidates will be notified.