



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 Petrochemicals Pte Ltd, based in Singapore, is looking for a

Trading Contract Executive

Job Responsibilities:

- Prepare, coordinate and issue trade contracts in accordance to trades liaising with the Trading, Trade Finance, Operations, Chartering teams as well as other internal stakeholders and external parties.
- Ensure accuracy and consistency of inputs into the internal CTRM/trade capture system.
- Manage physical and digital filing as well as archiving of all contract related documentation (i.a. contracts, amendments, invoices, letter of credits etc.).
- Support Trade Finance and Accounting with issuing of invoices and other contract related documentation.
- Support Credit & Compliance with counterparty setup, update of related data and filing of relevant documents in CTRM/trade capture system.
- Management of company's contract administration email accounts, ensuring follow up and responses on all incoming emails.

Requirements:

- A minimum of 2 years of working experience as a contract administrator (issuance, follow-up and filing/archiving of contracts) preferably in the petrochemical industry.
- Good knowledge of international trade contracts, Incoterms® and essential contract components.
- Experience in working with a complex CTRM/trade capture system.
- Team player with a positive working attitude, high degree of integrity and very good communication & interpersonal skills to interact effectively in a culturally diverse environment.
- Ability to multi-task with an eye for details in a fast pace environment.
- Fluent in English (spoken and written) – Company language is English; knowledge of 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

Only shortlisted candidates will be notified.