

Company Description

The Bathco Group has a leading position as a trader, service provider and processor of selected raw materials and equipment in the Aluminium industry. The head office is in Switzerland with local presences in Europe, Africa, India and China and continuously expanding.

To support our physical commodity trading operation based in Zurich, we are looking for a

Middle Office / Logistics Specialist

Are you a professional with at least 3-5 years' experience in logistics and global shipping operations preferably in a commodity trading environment? We are looking for a dynamic person with entrepreneurial spirit, hands on mentality, with good knowledge of container and if possible bulk shipments.

Responsibilities:

- Managing and organizing shipments (road and sea) between our customers and suppliers globally
- Collaborating with customers and suppliers for transportation, handling, processing, packaging, storage and tracking of material flows en route and in multiple storage locations
- Issuing customers' documentation according to contractual and legal requirements
- Proactive coordination with suppliers of material and services, timely obtaining, checking and handling of purchase orders, suppliers' invoices and other documentation
- Updating internal sales/trading-systems on a regular basis
- Further developing analysis and reporting tools around logistics
- Identifying process improvements, working out and implementing solutions to continuously optimize our Middle Office's performance
- Constant communication with customers/suppliers regarding shipments/documentation
- Close cooperation with the trading department to ensure smooth contract execution

Desired Skills & Experience:

- Experience in contract administration and shipping/chartering (especially container – bulk is an advantage)
- Good command of English (any additional language is a plus)
- Excellent computer skills, especially in Excel
- High service orientation
- Attention to detail
- Quick grasp, works well under pressure and is a proactive thinker

What we offer:

We offer a dynamic, innovative and challenging environment with flat hierarchy, open-door policy and modern infrastructure. Be part of an internationally operating and fast-growing company, which offers you the possibility to enlarge your potential and supports you in making your next career step. We are asking for a high flexibility and well-above average commitment from you and in return offer a high degree of autonomy. This position is based in Oerlikon ZH, Switzerland.

We are seeking for the most talented professionals and are looking forward to receiving your full application and CV with picture. Please send all documents to: hr@bathco.ch