

Executive, LME Desk

Access World Singapore

Access World (100% subsidiary of Glencore PLC) is a global commodities warehousing and logistics business. Access World has its Head Office in Zug, Switzerland and operates in various regions across Europe, the Americas, Africa and Asia-Pacific, each with their own corporate functions including commercial, finance, legal, and operations. The Regional Head Office for the Asia Pacific business is in Singapore and is responsible for China, Hong Kong, Indonesia, Japan, Malaysia, South Korea, Taiwan, Thailand, and Vietnam.

We are a diverse and dynamic company looking for people who are driven, committed, and passionate. We are currently seeking to appoint a self-motivated individual to the role of **Executive, LME Desk**. Reporting to the Deputy Manager based in Singapore, the individual will function as part of the LME Desk team to ensure compliance to LME exchange and group requirements.

Executive, LME Desk

Duties will include:

- Handle and review all LME related correspondence, publications, rules and regulations, assess relative implications and actions as required, inform concerned parties.
- Verify and review warrant issuances in respect to documentation, brand, shape, lot sizes, tolerances, etc.
- Follow-up warrant cancellations as allocated to respective customer service teams for execution.
- Reconcile in/out deliveries on day-to-day basis with relevant LME warehouses.
- Compile and distribute daily stock/activity report.
- Timely reporting of LME's quarterly documentary and stock reconciliation requirements.
- Prepare weekly and monthly stock reports to clients and banks.
- Attend internal and LME audits of cargo and warehouse inspections.
- Arrange sampling of LME cargo as required.
- Manage all LME broker deals, its respective rent invoicing and accruals.
- Collect, analyze and prepare operating data as required by management.
- Support the delivery of projects and any other duties as assigned.

Potential candidates should possess the following attributes:

- Minimum a diploma or college degree from an internationally recognized University
- Minimum 2 years of total working experience
- Ability to interact in a multicultural environment
- Passionate, positive attitude and self-motivated
- Mature and able to work independently with minimal supervision
- Adaptable and able to accommodate prevailing conditions
- Proficient with Microsoft Office
- Good spoken and written English and Mandarin (to liaise with overseas Mandarin speaking counterparts)
- Good analytical skills, meticulous in details and ability to handle significant amount of information/document
- Compliance experience of LME rules and regulations preferred
- Experience in operations, preferable with warehousing/logistics knowledge

Please apply by sending resume to HR.asia@accessworld.com