

Executive, Exchange Compliance

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, Exchange Compliance**. Reporting to the Deputy Manager based in Singapore, the individual will function as part of the Exchange Compliance team to ensure compliance to the various exchanges and group requirements.

Executive, Exchange Compliance

Duties will include:

- Handle and review all exchange 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 warehouses.
- Compile and distribute daily stock/activity report.
- Timely reporting of quarterly documentary and stock reconciliation requirements.
- Prepare weekly and monthly stock reports to clients and banks.
- Attend internal and external audits of cargo and warehouse inspections.
- Arrange sampling of cargo as required.
- Manage all 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
- Experience in Exchange Compliance' rules and regulations preferred
- Experience in operations, preferable with warehousing/logistics knowledge

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