

Operations Executive - USA

We're looking for someone who is:

- Skilled in preparing advanced documentation
- Able to interface with multiple teams within the Group
- Capable of proactively coordinating with internal and external stakeholders
- Looking to work as part of a diverse global team with a collaborative culture and great benefits

If this is you, contact us now! humanresources@cockett.com

Australia | China | Greece | Korea | Netherlands | Singapore | South Africa | Turkey | UAE | UK | **USA**

Cockett Group, established in 1979, is one of the world's largest value-added resellers of marine fuels and petroleum products and services, and offers quality assurance in line with ISO standards supported by comprehensive industry experience, a deep understanding of the international landscape and access to a global network of committed suppliers. The Group is currently recruiting for an **Operations Executive** to be based in our **USA office**. The role is to provide operational and administration support to the trading and supply team in the region (Americas).

The duties and responsibilities for the role are listed below:

- New vendor on-boarding
- Maintain the up-to-date monthly prices
- Refresh the ancillary costs to each location and the statutory charges
- Assistance to the team in the smooth execution of deliveries / operations
- Following-up on invoicing and payments
- Acting as an interface between commercial team and post fixture/payments/credit
- Preparation of documentation and assisting traders in executing deliveries / operations
- Acting as an interface between the supplier and customer
- Liaison and coordination with internal and external stakeholders

Our established values are at the core of the Group and are present in everything we do. They influence the way we work with our shareholders, working partners and with each other:-

Customer Focused



We are committed to listening and actively engaging with our customers

Excellence



We continually improve upon the knowledge, expertise and learning opportunities for our employees

Flexibility



We acknowledge and embrace change as essential and collaboration as necessary

Resourcefulness



We identify bespoke solutions to our customer's challenges and act creatively

Efficiency



We carefully and thoughtfully optimise our resources and costs

Sustainability



We seek every opportunity to develop our focus on environmental, social, and corporate governance

Required education & skills:

- Bachelor's degree
- English – Written & Verbal (Fluent)
- Knowledge of UCP 600 is highly desirable

Required experience:

- Past proven experience in oil re-selling operations – minimum 2 years
- Past work experience in sales support role
- Knowledge and experience of International logistics is preferred
- Past proven experience in preparing and negotiating Letter of Credit documents

All interested applicants please forward your CV to:
humanresources@cockett.com