JOB DESCRIPTION

- Job Title: Product Operator
- Report to: Head of Operations
- Job Summary: To coordinate and monitor operations process

ABOUT THE COMPANY

BB Energy operates across the globe and is among the world’s leading independent trading companies – applying our depth of experience to oil refining, logistics, storage and financing.

At BB Energy we are constantly evolving in order to meet new challenges, while developing our personnel to ensure a competitive edge.

Our global trading offices are staffed by experienced traders who count Gas, Crude Oil, Light and Middle Distillates, as well as Bitumen, as their specialties. The traders are supported by skilled shipping and financial operations personnel, headquartered in Athens.

MAIN RESPONSIBILITIES

- Check purchase/sale contracts and amendments
- Follow up compliance with deadlines
- Coordinate loading/discharge of sea-going vessels
- Follow up on min/max quantities and draft respective restrictions
- Clear and detailed instructions always consistent with contract
- Receive and understand all information on the Financing side of the business (issuing bank, advising bank, L/Cs, open account etc.)
- Follow up on inspection process
- Coordinate and monitor STS operations
- Day to day follow up on contracts and deliveries
- Nominations to vessel shipbrokers, inspectors and other parties
- Responsibility for insurance and certificates
- Responsibility for documents (LOIs, B/Ls)
- Invoicing and monitoring of accounts (proformas, credit notes, debit notes)
• Presentation of documents to the bank
• Check of all invoices received – correct data and figure
• Main point of contact for any troubleshooting
• Prepare, review and distribute reports, feedback, analysis, and other market data

**DESIRED SKILLS & EXPERIENCE**

• Experience of 3+ years in similar position
• Excellent understanding of Incoterms 2010
• Fluent in English and Russian (Greek will be considered an asset)
• Be detailed and results oriented
• Clear understanding of operations processes and documentation
• Thorough knowledge of the business or commercial market
• Be proficient in using computer applications and software
• Have strong negotiating skills
• Be able to network and develop key relationships
• Be observant and resourceful
• Be methodical
• Be able to delegate responsibilities