

Administrative Back-Office Specialist

Looking for the perfect match between professionalism, reliability and discretion in a well serviced area, our customer has chosen Lugano as the appropriate location to open his new offices.

Established international oil & gas trading company, our customer grants its partners high standards of service and professionalism and asked us to identify its new ADMINISTRATIVE BACK-OFFICE SPECIALIST

Daily business is about supporting sales activity taking over all administrative tasks ensuring a seamless service to customers and partners. Duties range from easing the communication flow, gathering and handing all necessary documents connected to the activity, managing different active / passive billing cycles, billing of consignments of commodities, verifying and controlling energy allocations (gas & Power) and their settlement, ensuring contracts compliance to EFET standards, monitoring different exposures (GME/SNAM), data analysis, reporting about corporate budget and cash flow.

JOB REQUIREMENTS

- Higher education in economics or similar
- Previous experience in a back-office administration role in Switzerland
- Strong verbal and written communication skills in Italian and English
- Detail oriented, able to work independently and to establish priorities
- Proactive and highly motivated
- Service oriented

OPPORTUNITY

- Full time and permanent employment in Lugano
- High degree of autonomy
- Local employment, swiss employment contract, international focussed activity

NEXT STEP

Alessandra Bieri looks forward receiving your application (Resume, certificates of study and work, references) through the form below.

We thank all applicants for their interest. Applicants matching with customers expectations will be invited to a first interview within 2 weeks.

MAXIMUM DISCRETION AND PROFESSIONALISM IS GRANTED.

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