

# Commercial Operator

London

A fantastic opportunity has arisen for an enthusiastic and hardworking individual within in the UK's largest independent oil company.

You must be able to communicate well with external parties such as customers and terminal staff and have an excellent telephone manner. You must be confident and articulate and have an exceptional eye for detail. You must be fast and efficient in Word and Excel. Knowledge of databases would be useful but not essential. In house training will be provided for all aspects of this role, so a willingness to learn is essential.

The role is within a small team and is extremely fast moving and offers great opportunities for career development within the business. The role is based out of our London office and the successful candidate will report directly into the Head of UK Sales and Supply, and have every day contact with other departments such as trading and middle office.

## Purpose of role:

To manage the purchase and sale of fuel supply throughout the UK and monitor against the market fluctuations and to ensure that this is communicated to the business.

## Duties required:

- » Updating the compliance sheets on a daily basis and highlighting significant discrepancies between actual and forecasted lifting's to the commercial team and the business (morning meetings).
- » Effective management of the compliance sheets to ensure that costs are kept to a minimum, and gains are obtained where possible.
- » Establishing and maintaining a good relationship with Supermarkets and Oil Majors.
- » Notifying customers and terminals of any allocations or restrictions as advised by the commercial team and business for contractual, stock and pricing reasons.
- » Reconciling weekly and monthly lifting's for invoicing purposes.
- » Nominating third party planned lifting volumes to Oil Majors, taking into account full optimisation to ensure that planned volumes are in line with up to date break-evens and contract requirements.
- » Ensuring annual compliance sheets are updated and significant non-compliance are communicated with the commercial team.
- » Issuing lifting instructions to both the commercial diesel team and to the scheduling team, and ensuring that lifting's are aligned with the instructions.
- » Act as the link between the schedulers at Tamworth, the London operators and London traders, for the commercial team.
- » Manage the relationship with Tamworth to ensure instructions followed leading to contractual and optimal performance.

## Skill and knowledge required for the role:

- » Excellent organisational skills
- » Excellent communication skills
- » Excellent numeracy skills.
- » Detail orientated.
- » Intermediate/advanced Excel.
- » Intermediate/advanced Outlook.
- » Intermediate PowerPoint.
- » Data entry for use of in house database system (TPT and HAL) to/for:
  - Entering and amending contracts
  - Entering nominations, Issuing spot sales
  - Sanity checking lifting's

People are key to our continuing success; we work hard to reward, develop and retain staff. We offer a competitive salary, career progression opportunities, along with a comprehensive benefits package which includes;

- » 25 days holiday per year, increasing by 1 day after 5 years' service for every full year up to a maximum of 30 days plus bank holidays
- » Private Medical Insurance
- » Worldwide Travel Insurance
- » Company Pension
- » Life Insurance cover of 4 times basic salary
- » Eye Care Vouchers, Flu Jabs
- » Ride to Work Scheme
- » Access to a discount site for promotions on eating out, health and leisure etc.
- » You will also have access to the 24/7 Employee Assistance Programme.
- » Free tea/coffee, fruit.

To apply for this role please submit a current CV along with a cover letter highlighting how you meet the competencies for the role and detailing your previous experience.

Your cover letter along with your CV will be used to assess your application, therefore applications without a covering letter will not be considered.

Please note, due to the volume of applications we regret to advise you that we are unable to respond to Candidates who are not short listed for interview.

If you should have any queries regarding this position please call Debbie Rees 01827 302298

NO AGENCIES – Thank you.

The logo for Greenergy, featuring the word "Greenergy" in a bold, dark blue, sans-serif font. A thin green vertical line is positioned to the left of the text.