

# Contracts Analyst

London

Entrepreneurial zeal and a drive to do things differently have spurred Greenergy to grow from a bedroom start-up to become the UK's leading fuel supplier. Good customer service is central to our mission and we constantly strive to be a company that's easy to deal with by streamlining procedures and eliminating bureaucracy. Choose to work for Greenergy and you'll find that we are welcoming, logical and efficient. We endeavour to approach the status quo of an established industry with fresh eyes.

We seek the recruitment of a Contracts Analyst to play a key role in assisting the trading, operations, and treasury teams. Based in London, the successful candidate will have responsibility for ensuring the timely delivery and administration of all aspects of cargo contracts. Working as a member of the Contracts team and reporting directly into the Head of Contracts, key activities will include:

## Contract Management:

- » Drafting and sending contracts for the purchase and sale of mineral oils (primarily gasoline, gasoline components and distillate, biofuels and biofuel feedstocks) ensuring that the contracts are complete and, in place in a timeous and practicable manner.
- » Requesting, reviewing and understanding counterparty contracts ensuring the content reflects the deal.
- » Contracts Administration - managing the receipt of original documents, ensuring all the required documents have been signed, received and uploaded into the Sharepoint Contracts database and other associated systems.
- » Liaising with traders, treasury and operations to ensure the timeous opening of letters of credit and other ancillary requirements, to assist in achieving the efficient funding and delivery of stock.
- » Possess a full knowledge of the business systems to be an effective resource for other teams within the business group.

## Personal Requirements:

- » Analytical and problem solving skills alongside a flair for developing and initiating new ideas on a timely and accurate basis;
- » Ability to prioritise and work in a structured and ordered manner;
- » Strong interpersonal, communication and presentation skills, self motivation;
- » Overall strength of character with the ability to operate at all levels of the business coupled with the business acumen and sound commercial judgment to build credible relationships;
- » Able to work under pressure and meet deadlines through organisational and planning abilities;
- » Enthusiastic approach to work with a drive to create and evolve with changing processes; and
- » Language skills.

## Knowledge and Skills:

- » Solid and proven experience of cargo contracts and international commodity shipments.
- » A good understanding of shipping operations and charter party terms.
- » Knowledge and understanding of Industry General Terms and Conditions, Incoterms etc.
- » Practical and relevant experience in the oil or a related sector.
- » IT proficient (Microsoft Office).

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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 things like eating out, health and leisure etc.
- » You will also have access to the 24/7 Employee Assistance Programme.
- » Excellent staff facilities.

If you are interested in joining the Greenergy team, please submit a current CV along with a cover letter in support of your application. 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.**