



Employer: MRI Trading AG
Job Title: Junior Legal & Compliance Officer - Internship Track
Duration: 6 months Internship
Starting: ASAP
Location: Zug, Switzerland

1. About MRI Trading AG

MRI is a leader in trading metals and minerals headquartered in Zug, Switzerland. We specialize in non-ferrous ores, concentrates, refined and precious metals and their related by-products for a global smelting and processing customer base. MRI offers services including strategic mine equity investment, pre-export finance, structured commodity and project finance and risk management.

Built upon detailed market intelligence, over 20 years of success, with offices in 9 countries around the globe, MRI's aim is to continue to grow with honesty and integrity proving to be an ethical and reliable partner. A strong balance sheet, corporate backing, a wealth of local and international knowledge, along with an experienced management team and entrepreneurial culture allows MRI to provide excellent service to its global client base.

We are committed to building upon existing relationships and forming new, lasting and mutually beneficial partnerships. MRI is a member of [CWT Group](#), which has a global presence and freight network in over 90 countries across six continents

2. About the Junior Legal & Compliance Officer Internship

MRI is seeking an intern for 6 months to assist the Head of Legal Affairs on an exciting range of topics related to physical commodity trading legal and compliance matters including: implementation of new KYC and responsible minerals sourcing systems, field office compliance projects, conducting due diligence, as well as a range of long-term Environmental, Social and Governance (ESG) initiatives. You will gain a wealth of front line experience in developing compliance and ESG systems within a well-established commodity trading firm, and will additionally benefit from exposure to broader legal challenges such as potential work related to personal data protection, sale-purchase contracts, financings etc.

Candidates who prove to be dedicated, dependable, and highly capable through their performance during the internship will be offered a full-time Junior Compliance & Legal Officer position at MRI. We therefore encourage only candidates with a genuine desire to develop their career via this position to apply.

3. Your Responsibilities

The tasks outlined below are indicative and non-exhaustive. You will be assigned other fixed and ad hoc tasks by the Head of Legal Affairs in response to developing business needs.

Administrative:

- Schedule and prepare internal/external meetings, take and circulate notes
- Track and manage the progress of internal/external projects tasks and deadlines
- Liaise with external compliance system/data providers and consultants/counsel on necessary matters

Research and Development:

- Assessment and summarization of relevant best-practices, soft and hard laws (across Swiss, EU, English and other legal systems) and/or ISO standards related to compliance and supply chain due diligence topics
- Follow legal press, law firm newsletters, and other media to identify and keep on top of the latest issues and preempt any material developments/changes to laws
- Drafting of relevant policies/procedures
- Categorization of MRI's business flows into internal risk categories, and other preparatory work for Compliance Committee meetings

Compliance

- Carry out KYC assessments of counterparties using Moody's Compliance Catalyst
- Obtaining information to complete MRI's parent company's ESG-related data requests
- Review and escalate counterparty red flags generated by ongoing monitoring
- Draft answers to inward KYC questionnaires
- Conduct outward due diligence of MRI's counterparties for presentation to Compliance Committee
- Assist in facilitating audits and preparing reports to management/external stakeholders

Other

- Organizing trainings
- Putting together presentations
- Potentially contributing to sale-purchase, project finance, corporate DD legal tasks
- Assisting in the development of broader ESG initiatives (emissions tracking, risk assessments, climate change etc.)

4. Your Profile and Competencies

Technical:

- Undergraduate degree in legal or business area of study, currently working towards or have just completed a post-graduate legal degree with a compliance focus
- Existing knowledge of and personal interest in ESG and compliance topics
- Some familiarity with commodity trading industry, metals/minerals is a plus
- Fluent in English, other languages are a plus
- Proficiency in Microsoft Office applications

Interpersonal:

- Organized high achiever with an eye for details, a strong work ethic, and confident communication skills
- Ability to think and act independently under pressure and flexibly solve a diverse range of challenges

Additional Assets:

- Valid work permit or Swiss/EU/ETFA nationality highly preferred
- Understanding of following area-specific guidance/principles would be a plus:
 - OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas
 - UN United Nations Guiding Principles on Business and Human Rights
 - ICMM Principles
 - LBMA Responsible Gold/Silver Guidance