



## JOB DESCRIPTION

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Position	<u>Junior Quantity and Quality Desk Support for MRI Trading AG</u> <i>(Zug Office / Switzerland)</i>
Direct Report to	Head QQC
Incumbent	vacant
Date	28.03.2019

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## Duties and Responsibilities

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Various administrative and operational tasks linked to the activity of QQC department:

- Working with Company database, entering analytical data and making preliminary analysis
- Maintaining structured paper and electronic filing system, QQC Library
- Coordination of assay exchanges with operations team and close follow up
- Keeping control and order of archive system
- Providing assays indication and exposure controls to departments in charge
- Maintain up to date laboratories fees & surveyors contact lists, close follow up of supervision costs
- Produce bi-monthly laboratories distribution report to control & redirect volumes
- Review worldwide laboratories reports & lists - advise delayed jobs
- Produce various reconciliations reports linked to quantity/quality as per team needs
- Comply necessary statistic reports in coordination with IT department
- Pro-active use of QQC application, timely update of quality parameters
- Participate actively to MRI IT systems development: Company + desk systems

### **We are looking for:**

Motivated, well organized customer service oriented, eager to learn individual with good communication skills (written and verbal), skilled in prioritizing and completing various tasks independently with attention to details, capable to take certain amount of responsibility, digest and apply new information, learn new skills and think critically and commercially.

### **Important for candidates to have:**

- Advanced knowledge of MS Word, Excel and Outlook
- Experience of database management
- High speed of data entry and preliminary analysis with attention to detail
- Ability to cope with big volume of information and setting priorities
- Understanding on basic principles of commodity trading field (base metal concentrates in particular)
- Be able to work under time pressure as team player
- Good command in English both oral and written (Company language)

### **We are ready to offer**

- Friendly, cooperative supportive working environment
  - The chance to learn and deepen knowledge in commodity trading in general and specific area of quality control in particular
  - The chance to show pro-active approach and initiative in achieving goals
  - Certain level of flexibility as long as the tasks are performed and deadlines respected
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