

JOB DESCRIPTION

Position	: Assistant Trader/ Apprentice, Trading
Employment Type	: Permanent, Full-time
Job Holder (<i>full name as in NRIC</i>)	:
Reporting Manager	: Manager, Trading
Direct Report(s)	: None
Job Purpose	: Support the Trading Section in admin and research and assist to source new business opportunities with the goal of achieving increase in business profitability.

Responsibilities and Duties

- Assist to develop customer base and identify new business prospects and potential partners.
 - Execute trades in accordance with the company's rules and procedures; and prepare costing sheets for these trades.
 - Prepare and arrange for signing of sales and purchase contracts.
 - Conduct market/ industry research and analysis and propose trade ideas.
 - Assist in the review of risk management, cost control, sourcing, and product diversification.
 - Maintain rapport with suppliers and buyers.
 - Liaise with the Operations Section on shipment matters.
 - Monitor payments due from buyers and follow up on accounts receivables.
 - Maintain accurate and up-to-date records of trade transactions.
 - Record, pack, and store inventory samples.
 - Perform budgeting and prepare management reports.
 - Participate in the entertainment of associates and other relationship building activities.
 - Assist Reporting Manager/ Team Lead to coordinate admin matters, such as leave, overseas work trips, and meetings.
 - Assist in the development of knowledge-management database.
 - Travel overseas for purposes including seeking new business opportunities and attending conferences, when required.
 - Carry out any other duties needed to achieve organisational and team goals.
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