**JOB DESCRIPTION**

**Organization**: Tricon Global Services India, Mumbai

**Department**: Operations Bulk Liquids

**Designation**: Operations Executive

**Reporting to:** Manager –Bulk Liquid Operations

Responsibilities may include:

* Manage the product, documentation and payment flow to customers, suppliers, and freight providers for the physical trades of the assigned business unit.
* Plan and direct vessel/container loading and discharge operations with ship brokers/freight forwarders and determine suitability of transportation offered, including review of prior cargoes, tank conditions, and materials of construction to ensure safe carriage of product that meets customer specifications.
* Maintain accurate data in ERP system as per company policy.
* Ensure the import and export customs processes of the products traded are managed efficiently.
* Look for ways to improve processes, maximize performance, and reduce costs.
* Coordinate with various departments internally to understand financial, credit, and compliance requirements related to individual trades.
* Negotiate rates with third party logistics and inspection service providers.
* Communicate shipment detail with local and international teams.
* Develop and manage relationships with key suppliers, customers, and service providers to ensure an effective execution of physical bulk and containerized trade operations.

Desired Skills and Experience:

* Bachelor’s degree and proficient in MS office
* 2-3 years of work experience in back office in BPO/KPO and/or supply chain/Logistics operations

Preferred:

* Basic understanding of global trading-liquid bulk will be added advantage
* Strong oral and written communication skills
* Ability to prioritize workload to meet requests on a short notice
* Strong analytical skills
* Good spoken communication in English and Hindi

**About Tricon Energy**

Tricon is a physical commodity trading firm. Headquartered in Houston, Texas, Tricon has offices in 30 countries and conducts business in over 100 countries. Tricon facilitates global commerce through the physical movement of petrochemicals and plastics. Value is created for both buyers and sellers by Tricon’s handling of every step of the transaction and shipping process. Rapid growth is a primary goal and Tricon is looking for individuals who will continue to contribute to this energetic expansion.