

Operations Intern

Job Description

Czarnikow – March 2022

About Czarnikow

Czarnikow is a global supply chain solutions company with 160 years of experience in commodity trading, whose purpose is to exert a positive economic and sustainable influence in its food, beverage, and energy supply chains. CZ buys, sells, moves and de-risk commodities through a range of services including trade finance, commodities trading, analysis, freight, logistics and price risk management.

We are an entrepreneurial company, with innovation at the heart of everything we do. We are open to change, as shown through the recent expansion of our product portfolio and move into energy. Our people are our most valued asset and make the business what it is today. We hope that you will join our team.

Why work at Czarnikow

Czarnikow offers the chance to join a dynamic and exciting team of professionals, who are building a company with great potential. In addition, we offer:

- A hybrid of remote working and a prestigious office location in the heart of London
- Competitive salary and discretionary bonus structure
- Free breakfasts, soup and smoothies, as well as frequent office food events
- Health and wellbeing initiatives, bike to work scheme, 7-a-side football team and netball team
- Life, health and dental insurance
- Learning and development opportunities
- A collaborative and collegiate work environment and culture
- Charity fundraising and volunteering opportunities

To find out more about life and careers at Czarnikow, visit our [YouTube](#) or [Glassdoor](#) pages.

About the role

Summary –

Tasks & Responsibilities

- To assist with the liaison with suppliers & clients on a daily basis in the day-to-day administration of the contracts concluded by Front Desk
- Following documentary instructions and checking documents
- To assist with negotiating / booking freight with freight forwarders and container line representatives
- Preparation of invoices and shipping documents,
- Preparation & maintenance of shipment files in both electronic and paper forms
- Preparation of reports on payments and progress of contracts
- Inputting and maintaining the relevant data into the company's databases.
- Ensuring the smooth running of the desk by undertaking any other ad-hoc duties
- To take responsibility for your performance and to work together to achieve our organizational goals.



- To attend training courses which are identified as being necessary for the performance of the role.
- To be fully conversant with the Employee Handbook and supporting policies, including Health & Safety legislation and fire and emergency procedures.
- To comply with any reasonable instruction issued by your Manager.
- Changes in the business may occasionally require alterations in this job description and these will be agreed with the post holder as appropriate.
- To take responsibility for your performance and to work together to achieve our organizational goals.
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Your role is related to the management of activities that ensure product safety, legality and quality. Please revise the BRC objectives, policy and related requirements located on the Intranet

About you

We are looking for someone with the following skillset and attributes:

Essential:

- Recent graduate with a desire to develop commercial experience in an Operations role.
- Studying a relevant degree
- Good written and verbal communication skills.
- An aptitude for use of numbers and ability to use spread sheets.
- Very high attention to detail
- Good telephone manner
- The ability to speak a second language is desired but not essential.
- Microsoft Office skills.
- Enthusiasm to learn all aspects of the trade lifecycle

