

## **Traders' Assistant**

### **For Sumitomo Corporation Global Commodities Ltd**

Sumitomo Corporation has a 40 year history of trading precious metals. SCGC is a key element of the global team conducting precious metal operations, covering all the non-Asian region.

The Traders' Assistant role is within Sumitomo Corporation Global Commodities Ltd based in Sumitomo's London office.

The main responsibilities of the role are to support traders and marketers by (A) checking & inputting transactions (B) communicating/liasing with clients and back office (C) preparing and maintaining information required.

Duties included are:

- Assist in the day to day metals & currencies business
- Assist in daily hedges, US Dollar squaring, US Dollar loan and profit conversion settlements, T/N report/balances
- Periodical report of front office P&L
- Physical contract settlements

The ideal candidate should in addition possess the following skills and experience:-

- Experience working within an international trading-based environment
- Excellent PC skills – Excel is essential
- Excellent communication skills
- Good team player
- Ability to work on own initiative

We offer a competitive remuneration package including fringe benefits, a good working atmosphere and an opportunity to develop personally and professionally.

Only people with the above experience should send their CV including salary expectation to:

**Kelly Lucas**  
**Human Resources and Facilities Department**  
**4<sup>th</sup> floor, Vintners' Place,**  
**68 Upper Thames Street,**  
**London EC4V 3BJ**  
**Email:- [kelly.lucas@sumitomocorpeurope.com](mailto:kelly.lucas@sumitomocorpeurope.com)**