

# Contract Specialist – London

## Introduction

Sumitomo Corporation Europe Ltd is a subsidiary of Sumitomo Corporation, a world leader in integrated trading and investment. We have access to a global network of more than 75,000 people across 66 countries. We take great pride in our technical know-how and operational ability, which is combined with a drive to keep customer service at the heart of what we do. To achieve this, we recruit high calibre individuals, we invest in their training, and give them accountability and responsibility as soon as they are ready. Find out more: [www.sumitomocorp.com/en/jp/about](http://www.sumitomocorp.com/en/jp/about).

## Role

This role will provide sales support and contract execution of international trades of tubular products including delivery coordination, accounting transactions and supporting sales staff and managers. Key responsibilities include accurate, organised and prompt transactions, contract management and continuous improvement of operational efficiencies. This role will cover business transactions and contracts mainly within the Europe/CIS/Africa region.

This role will report into the Deputy Department Manager or Assistant Manager.

## Scope

- Liaising with customers and other offices in relation to enquiries, securing orders and contract execution. This includes potential customer visits mainly within Europe, if required and company travel policy permits
- Interacting with internal corporate departments such as trade risk management, tax, legal, accounting and treasury for processing internal applications and ensuring company rules are being adhered to
- SAP and iTIMS transactions for purchases and sales
- Responsibilities with trade finance – Letters of Credit, Performance Bonds, Bid Bonds
- General administration duties for sales/purchase orders such as international delivery coordination, accounts payable and accounts receivables and chasing overdue invoices
- Maintaining customer files and issuing accurate shipping/customs documentation
- Supporting global contract administration for a major client e.g. updating price data and documents
- Accounting transactions for major client indent commissions from SC overseas offices
- Month end accounting procedures such as closing iTIMS & SAP
- Physical inventory checks at stock yards located inside or outside the UK (mainly in Europe, CIS or Northeast Africa), if required and company travel policy permits.

## Qualifications/Skills/Personal Qualities

### Qualifications:

- Good written and verbal communication skills
- Proficient user of Microsoft office
- Excellent SAP skills
- Salesforce (preferred)

- Basic international trade transaction skills including a good understanding of INCOTERMS, customs clearance, trade security application, Letters of Credit, Performance Bonds and Bid Bonds
- Prioritising and working independently
- Detail oriented
- Confident and professional in order to develop relationship with customers and suppliers
- Team player
- Keen to learn
- Numerate with excellent attention to detail
- Proactive and a confident self-starter
- Commitment for deadlines

## What We Offer

Company benefits include group pension scheme, private health insurance and free leisure centre/gym membership to name but a few.

## To Apply

Please complete the Candidate Application Form (found on the vacancies page [www.sumitomocorp.com/en/europe/sceu/career/current-vacancies](http://www.sumitomocorp.com/en/europe/sceu/career/current-vacancies)) and send the form along with your CV to [recruitment.sceu@sumitomocorp.com](mailto:recruitment.sceu@sumitomocorp.com).