

# Contract Specialist OCTG – 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

We are seeking to recruit a Contract Specialist to join the London Tubular Team. This role will be responsible for providing sales support and contract execution of international trades of tubular products including delivery coordination, accounting transactions within the Europe/CIS/Africa region as well as supporting sales staff and managers.

## 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

- Good written and verbal communication skills
- Excellent Microsoft office skills
- Excellent SAP skills
- 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

## Experience

### **Essential experience:**

- Extensive experience using SAP and other accounting software
- Proficient user of Microsoft Office
- Experience in administering international trade (commercial terms, export documentation, VAT, Foreign exchange), ideally in an oil and gas, steel environment
- Experience in arranging international logistics.

### **Desired experience:**

- Experience within a multicultural business environment
- Experience working with a large range of clients in various locations and understanding complex issues that may arise as a result of different country requirements
- Experience in writing functional procedures, processes, work instructions and process maps
- Experience in conducting audits, both internal and external
- Experience in contract management and execution.

## 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).