HCT was founded in 1996 to conduct the trade activities of HeidelbergCement Group companies worldwide, as well as to serve the needs of the wider cement industry, delivering the highest standards of quality and service. HCT's main role within HeidelbergCement is to optimize the Group’s vast global resources, helping to match international supply and demand, and deploying surplus where it is most needed. The company is a melting pot of 31 nationalities in 13 countries and handles 30 million tons of overseas dry-bulk exports and imports every year. As the international trading arm of HeidelbergCement Group, HCT maintains a global network of offices in Shanghai, Singapore, Dubai, Istanbul, Malta, Madrid and representative offices in Australia, USA, Brazil, Peru, Madagascar, Bangladesh and Vietnam. HCT is your reliable partner in international business.

Management Trainee (based in Singapore)

Requirements:

- A recent graduate, preferably a degree in logistics, supply chain, international trade or a related field with 1 to 2 years of experience
- Knowledge of export/import procedures, shipping documents and documentary credit, bank guarantees is an asset.
- Very good command of English language.
- Proficiency with Microsoft Office Programs– Word, Excel and PowerPoint.
- Strong analytical skills.
- Young and ambitious to learn, self-driven, ready to start from scratch.
- Self-motivated professional, team-player, excellent communication.
- Proven track record of being dynamic, goal oriented, highly flexible.
- Structured and target-oriented working style with strong customer focus.
- Strong communication and analytical skills, team player, flexible, stress tolerant and hard working.
- Good understanding of different cultures
- The candidate must be available to join immediately.

Responsibilities:

- Working closely with our trading and shipping teams for seaborne deliveries.
- Daily contact with Suppliers, Customers, Agents and Banks etc, for documentation issues for international shipments.
- Processing letters of credits and other bank operations (UCP600).
- Invoicing, arranging goods inspections and reporting.

If you believe that you have the necessary skills and qualifications, please send your application in English language to cv@hctrading.com with Ref: Management Trainee, by 31 May 2019.

We thank all applicants for their interest but will only contact candidates selected to advance in the hiring process.

All applications will be kept strictly confidential.