

Our customer, an international trading company in the area of Metal with its offices in the middle of Zug, is seeking a future

### **Contract Administrator 60-100%**

Responsibilities include:

- Issue deal tickets
- Draft and issue proprietary commercial contracts / amendments
- Check external commercial contracts / amendments
- Coordinate internal/external commenting and prepare revisions
- Update operational system with contract terms
- Organize contract execution and couriering
- Log contract status
- File and maintain scanned and original agreements
- Conduct periodic KYC reviews on counterparties

Background

- Metals concentrates experience
- Operations/Traffic background and know-how
- English fluency
- Legal experience beneficial
- Hand working and well organized
- Exact working method

We are looking forward to receiving your complete application including your CV in English.

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