

The company is the U.S. division of one leading Chinese energy company and its core businesses are: 1) to procure equipment & material and petrochemical products and technologies for the parent company's investment projects and production facilities; 2) Market development; to market the equipment, material and petrochemical products made by the parent company and those made in China to satisfy the global demand.

1. Job Descriptions

The position of Contract Administration and Logistic will mainly focus on contract execution process from project tender stage, supplier sourcing & management, commercial contracts negotiation & review, invoicing, preparing Letter of credit, receivables collection to sales and cost recognition, and logistics & shipping arrangements, maintenance of contracts related information & statistics, recommendation to internal controls & processes to achieve efficiency.

- Take inquiry document and contact the suppliers for quotation;
- Validation of contract review on commercial aspects with the Commercial Supervisor.
- Input the sales and procurement contracts into Integrated Information Platform on Procurement System.
- Validation of the scope of supply.
- Definition of the invoicing schedule as per contract.
- Definition of project schedule
- Draft Letter of Credit with the support and approval of the Commercial Supervisor
- Mail to the supplier and the customer: drawings and diagram for approval administrative documents (acknowledgment of order, Contracts, invoices)
- Check of the production situation in term of delivery schedule and Factory Acceptance Test
- Coordinate with the Logistics Dept of the supplier and the customer for the transportation
- Order the After Sales Service

2. Requirements

- 1-2 Years bulk chemical cargo Logistics experience preferred
- Bachelor's degree or higher in business& international trade, chemical, petrochemical engineering, logistics, or other similar area of study
- Excellent English and Chinese spoken, written and verbal communication skills
- Excellent interpersonal and leadership skills; organizational and time management skills.
- Maintain comprehensive knowledge of computer and software. Proficient with Microsoft Office suite, especially MS Excel, MS Word, MS PowerPoint, Adobe Acrobat.
- Ability to remain calm in busy and stressful situations.
- Willing to traveling and work extended hours at quarter end.

- Knowledge of oilfield or petrochemical products preferred

3. Compensation and Benefits:

- Competitive salary; commensurate with experience
- Benefits package available

4. To Apply

Please contact Sirui Fan at fansirui@sinopecusa.com with your Resume