

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](mailto:fansirui@sinopecusa.com) with your Resume