



Frey

Documentation Specialist with a high level of drive, attention to detail, and a sense of responsibility.

Do you have the drive and capabilities for coordinating our shipments – and the attention to detail to ensure excellence and efficiency in our trade documentation? In this role, you will have a unique opportunity to become part of an exciting growth journey and help shape the development of one of the key functions in Frey. We set out with a clear vision of improving the efficiency in which agricultural commodities move around the world and executing our contracts is key to achieving our ambitions.

You will become part of the global execution function, making sure that trades are executed in time and as efficiently as possible. Working out of our Aarhus office, we expect that you are proactive, structured, and thrive in a fast-paced environment. You can maintain a composed overview when things get hectic, and you seek to improve continuously, by keeping a learning mindset.

Your responsibilities

- Create export documentation for our overseas shipments ensuring that they are compliant with our contract terms and meet our customer's requirements.
- Coordinate export shipments with our suppliers ensuring logistics and shipment schedules are executed smoothly.
- Support execution of all trades and developing the functional capabilities within execution.
- Perform excellent customer support
- Support Finance to ensure cash flows are optimized and costings always up to date.

Your qualifications - Probably you are:

- From the shipping or Agricultural industry, with 3-5 years of experience in a coordinator/documentation function.
- You are skilled and confident in managing documents in relation to shipping.
- Experience with GAFTA regulation is an advantage.
- You have experience with cross-trade and exception management.
- Detail-oriented and efficient in proofreading draft documents.
- Able to work with stakeholders efficiently across borders and time zones.
- Have a sound understanding of financials.

We offer

- A unique chance to directly impact the development of a key function in an exciting new trading company.
- An exciting growth journey both professionally and personally.
- Drive development of organizational expertise and capabilities within contract and shipment execution.
- Professional and personal development in an international environment, with excellent career prospects.
- Compensation according to qualifications.
- Become part of our execution team, where we strive to optimize our logistics from start to end together.

Personal skills - We expect that you:

- Take responsibility for daily operation, documentation, and solving any problems that arise in the process.
- Strive for excellence.
- Embrace a fast-paced environment and have a desire to develop personally as well as professionally.
- Take responsibility and have a 'go-getter' attitude.
- You are efficient, dedicated, and detail-oriented by nature. In this role a structured approach is key.
- See opportunities where others see problems.
- Bring openness to new ways of improving workflows and having a data and digitally driven mindset.

Job start will be as soon as possible. We will be screening candidates on an ongoing basis. If you have any questions regarding the position, please contact Execution Manager - Jesper Adel (+45 2060 7558 or jad@freycommodities.com) for more information.

Please send your application, including cover letter and CV, to job@freycommodities.com, marked "Documentation Specialist".

We look forward to hearing from you.

With a clear goal to optimize the flows of essentials such as grains and oilseeds, we aim to connect world-class infrastructure with a data driven trading mindset and expertise to develop reliable commodity flows at a competitive price.
www.freycommodities.com



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