

### HENRY BATH EMEA - JOB DESCRIPTION

Job Title	Commodity Administrator
Based	Henry Bath Antwerp
Reports to	Site Manager – Henry Bath Antwerp
Direct Reports	None
Context	Established in 1794 Henry Bath is a world leading logistics provider specialising in the storage and shipping of Exchange-traded metals and soft commodities around the globe. Henry Bath is a founder member of the London Metal Exchange and is licensed by the world's premier commodity exchanges, including LME, ICE, LIFFE and CME to issue Exchange-Traded Warrants for metals and commodities.
Job Function	As Commodity Administrator you will report directly to the Antwerp Site Manager. Your role will be to oversee the commodity and related office based administration. The post holder will maintain close contact with internal staff, customers, port authorities, ship owners, trucking companies and customs agents.
Description of normal responsibilities	<ul style="list-style-type: none"> <li>• Dealing with both Metals &amp; Soft product administration within the Antwerp operation in the most efficient way</li> <li>• Monitoring accuracy to ensure ongoing compliance with all Henry Bath, parent companies and regulatory and Exchange policies and procedures</li> <li>• Administration of inbound and outbound commodities</li> <li>• Planning receipts &amp; deliveries of stock in the most efficient and cost efficient way</li> <li>• Contact person for customs related questions</li> <li>• Warehouse operations liaison</li> <li>• Agreeing and registration of transport rates with third parties</li> <li>• Assisting in Monthly stock reconciliations</li> <li>• Assisting with sampling and weighing of products</li> <li>• Professional communication with all stake holders involved</li> <li>• Supporting the Health &amp; Safety business function</li> <li>• Assisting in Monthly reconciliations between HB warehouse system and eCOPS and Liffe Guardian</li> <li>• Supporting Accounts department, for example by raising invoices, chasing debtors, answering queries regarding invoices etc</li> <li>• Reception cover</li> <li>• Any other ad-hoc Administration duties as requested</li> </ul>

Skills and  
experience  
required

- Excellent customer service skills
- Must have previous (2 – 3 years) administration experience
- Logistics and warehousing administration experience would be desirable
- Experience of operating within an LME/CME warehouse and knowledge of LME, LIFFE and ICE rules would be an advantage
- Knowledge of customs and AEO regulations would be desirable
- Ability to liaise with clients and internal operating personnel in order to service the needs of clients
- Excellent organisational skills with the ability to plan effectively to ensure maximum results
- Attention to detail, accuracy and deadlines
- Good English skills – written as well oral
- Experience of invoice processing and account receivable oversight
- Fully competent in Microsoft Office suite applications and capable of learning specialized in house systems.
- Good interpersonal skills.
- Be able to handle ad hoc assignments and to work independently
- Professional, responsible and good work ethic
- Experience of business process improvement is an advantage
- MBO Educated (Preferable Harbour and Transport Education)