



POSITION DESCRIPTION

Title: Senior, Trade Execution Analyst

Business Unit: BNA

Location: St. Louis, MO

Reports To: Manager, North America Trade Execution

Job Status: Full-Time Employee

Salary Grade:

POSITION SUMMARY:

Responsible for team lead oversight in ensuring compliant, timely and efficient support of cross-border trade flows across the North America geography. Analyze trade execution requirements for bulk vessels and container shipments exporting from U.S. and Canada. This position actively supports e-Documentation initiatives to drive trade execution modernization efforts. A regional super user for global documentary and nomination platforms. This role offers seamless business continuity between corporate functions and stakeholders, external service providers and regulatory agencies. The position supports mitigating risk to determine the most timely and efficient options for document issuance and receipt of payment from the buyer in accordance with U.S. and foreign regulations. This position is a critical liaison to evaluate risk areas while tasked with immediately addressing areas of concern. This position supports a continuous improvement & Lean Sigma focus, data & analytical metric reporting assessments, implement and maintain procedural documents in conjunction with audit and recordkeeping requirements. This position is the designated team lead for daily trade execution activities.

CORE FUNCTIONS:

- Supports team alignment to the Global Trade Execution strategy and transformation initiatives aiding in project ideation & implementations.
- Designated team lead for audit and approval of load orders, bank collections, and Super User for system platforms.
- Ability to perform trade execution activities on bulk grain or bulk tanker vessels in addition to any container trade flow.
- Liaison for Analysis, Certifications and Contract Language for Bulk Grain and Bulk Oil vessels in addition to Bulk and Packaged Container shipments.
- Analyze export contracts to define and identify trade execution requirements.
- Ability to decipher industry trade rules and make recommendations for mitigating risk in business decisions.
- Propose contract amendments to ensure alignment of regulatory and country of destination requirements, export compliance and customer obligations.

- Evaluate and research destination market and shipment type to assess risk profile of trade flow.
- Responsible for entry and submission of USDA GSM Program CCC Bids for BNA and Singapore flows via WBSM online system.
- Proficient in U.S. and foreign trade structured bank flows, analyze Letters of Credit per International Chamber of Commerce UCP 600 & eUCP 600 guidelines, and ensure bank collections meet URC 522 requirements while verifying compliance with OFAC trade policies.
- Supports Destrehan Freight Forwarder, responsible for performing these activities to ensure the vessel may load as planned per the Logistics vessel line-up and documents are issued timely as required.
- Support oversight for selection, coordination and/or oversight of activities performed by surveyors, independent labs, fumigators, vessel agents, freight forwarders, NVOCC's and regulatory agencies governing standard grain, bulk liquid or packaged products.
- Instruct surveyors to perform appropriate collection of samples, certificate issuance and interpret analysis results to take further action if necessary.
- Negotiate surveyor analysis specifications per destination market criteria.
- Responsible for conducting a comprehensive risk analysis for string sales to initiate a document bypass proposal and/or payment proposal when possible.
- Research and analyze fumigation options, including dosage, method and import country regulations for USDA's issuance of a phytosanitary certificate.
- Creation and issuance of Loading Instructions to export elevators in accordance with contract terms, USDA regulations and operational planning inclusive of strict guidance on Bill of Lading cut-off timing for compliance of shipping period to avoid breach of contract, double berth requirements for phytosanitary issuance, etc.
- Examine and interpret the customer's documentary requirements to issue and/or procure documents accordingly.
- Issue Documentary Instructions to third party service providers fulfilling customer obligations.
- Upon receipt of vessel operation, logistical plans and Documentary Instructions, create and issue Bill of Lading, Certificate of Origin, and other certificates via the global documentary platform.
- Ensure expediency of title document issuance and release, resolve documentary concerns to avoid issuance of indemnification to any parties.
- Validate receipt of customer import permits and licensing to confirm vessel or container is acceptable to load.
- Complete oversight of contract execution including application and settlement of export contracts.
- Responsible for third party and affiliate invoice transactions.
- Responsible for resolution of concerns for value chain stakeholders, including customers, trading desks, loading facilities, third party vendors and regulatory agencies to ensure timely processing and submission of documentation package.
- Submit timely EEI filing requests to Customs Compliance in accordance with 15 CFR Part 30 regulatory requirements.

- Perform party screenings via approved screening tools, including MK Denial, and use professional judgement in assessing potential matches prior to release of export documents.
- Ownership for accuracy of the export documentation and/or filings presented to government authorities to support document audit and reconciliation (i.e. overfills, underfills, contract amendments, expect to receive, etc.) activities.
- Maintain export files in good order as per BNA Record Retention policy and in accordance of 15 CFR 762.6 and 30 CFR 501.601.
- Active participant in industry working groups to review, evaluate and propose alternate e-Document initiatives to drive global solutions.
- Regularly participate in continuing education classes and review industry guidelines to ensure skillsets are current and work activities are performed in compliance with regulatory changes.
- Produce monthly metrics and/or KPI's to monitor export trends and analysis by destination country.
- Actively review performance KPI's to ensure metrics represent key trade execution activities performed, amend as necessary to align to strategic vision and goals communicated globally.
- Trade execution activities should be performed in a manner that demonstrates support and compliance with Bunge's core values, key capabilities and high performance.
- GTM, SAP, eDox Online, USDA WBSM super user.
- Perform other duties as assigned.

REQUIRED COMPETENCIES:

- Leadership: Able to influence the actions and opinions of others in a desired direction; to exhibit judgment in leading others to worthwhile objectives.
- Decision Making and Problem Solving: Demonstrate ability to take action in solving problems while exhibiting judgment and a realistic understanding of issues and constraints; able to use reason, even when dealing with emotional topics.
- Teamwork: Demonstrate ability to work with people in a manner that builds high morale and group commitment to shared goals and objectives.
- Openness and Communication: Demonstrate ability to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
- Organizational Capability: Demonstrate ability to organize and/or schedule people or tasks and to develop realistic action plans while being sensitive to time constraints and resource availability.
- Operational/Personal Effectiveness: Effectively manage time and priorities and work efficiently.
- Coping: Demonstrate ability to maintain a mature problem-solving attitude while dealing with interpersonal conflict and time demands.

REQUIRED EDUCATION/EXPERIENCE:

- Bachelor's degree in related field required
- Working knowledge or fluency in Spanish or French is preferred, not required

- Demonstrated proficiency in electronic business systems, including Word, Excel, PowerPoint and other standard business software
- Excellent written and verbal communication skills
- Strong organization skills, attention to detail, and ability to multi-task adjusting priorities as necessary to meet shifting time-sensitive deadlines
- At least four years of applicable import, export, logistics or international trade related experience
- Business experience in export commodity shipments, documentation for bulk vessel shipments and understanding of letters of credit are a plus, but not required
- SAP and GTM experience is preferred, but not required

SCHEDULE:

- Normal office hours, five days per week
- Some overtime or weekend duties may be required
- Limited business travel may be required

PHYSICAL REQUIREMENTS:

- While performing the duties of the job, the following essential physical functions will be required:
 - Standing
 - Close vision and ability to adjust focus
 - Sitting
 - Speaking
 - Hearing
 - Use of hands to finger, handle or feel
 - Reaching with hands and arms
 - Walking
 - Climbing stairs
 - Stooping
- While not essential functions, the position will also frequently include the following activities:
 - Kneeling
 - Crouching
 - Ability to lift and/or move up to 20 lbs. on a regular basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

I have read and understand the terms, conditions, duties and requirements associated with this position.

Employee Signature

Date