

Trader Support Trainee

Start date July 2024 – Mexico City

Based out of Mexico City, we are now looking for a Trader Support Trainee to our new entity located in Mexico City!

Stem Fuels is a trading/distribution house dedicated to supply ship owners with marine fuels and lubricants as Distributors, Brokers and Traders worldwide. Our customers are our first priority and our team strive to be available for them anytime needed.

As a Trader Support Trainee in our company, it's important that you find our industry interesting and that you are willing to learn and be committed to the work. During your time as Trainee you will be supporting our Traders with data entry and various administrative and data typing tasks. The role will for the right individual also be an opportunity to develop further into a trading role. During the Trainee period you will be in contact with our Traders/Brokers who will make sure to take you through a carefully planned training and introduction program to our systems.

Your responsibilities:

- On daily basis assist with data typing and data entry.
- Prepare Order Confirmations and relevant documentation.
- Prepare various reports to the team.

Requirements:

- You are looking to pursue a career within business development or an administrative role.
- Detail oriented and good analytical skills.
- Fluent in English.
- You are able to work in a dynamic environment and dedicated to being there for the team with rapid responses.

Benefits:

- We offer a trainee contract depending on your profile, qualifications, and learning abilities. (40 hours/week).
- Possibilities to develop within our company and advance in your responsibilities and role.

We are looking for the right candidate to start in July 2024.

Please send your CV and resume soonest to career@stemfuels.com