



**We listen and
act**

Title: Jr. Trade Finance Officer
Location: NYC
Job Type: Full-Time

Overview

A motivated, detail-focused professional is sought to join a small Trade Finance team managing Letters of Credit, Bid and Performance Bonds, and related financial instruments. The position offers exposure to commodities, structured trade products, and credit risk management—ideal for candidates eager to build a foundation in trade finance and banking operations.

Key Responsibilities

Trade Finance Operations

Assist in managing Letters of Credit, Guarantees, and Performance Bonds in line with current trade finance regulations.

Process bank fee settlements and reconcile balances between internal records and external bank statements.

Support transaction documentation and ensure compliance with relevant rules and industry standards.

Participate in receivables discounting and supply chain finance activities under supervision.

Credit and Risk Monitoring

Track daily counterparty credit exposures and confirm adherence to approved limits.

Support credit-related documentation and communicate with banking partners to ensure accurate records.

Identify discrepancies or irregularities in financial transactions and escalate when necessary.

Learning and Collaboration

Work closely with senior colleagues to gain proficiency in trade finance documentation, including standby credits, guarantees, and collection instruments.

Engage with internal trading, treasury, and finance teams to coordinate trade-related payments and documentation.

Participate in continuous learning initiatives to stay updated on international trade regulations and practices.

Qualifications

Education: Bachelor's degree in Finance, Accounting, Economics, or a related discipline.

Experience: 1–2 years in finance, treasury, or credit operations preferred; internships or academic exposure to trade finance are valuable.

Technical Skills:

Strong Excel and numerical analysis capability.

Familiarity with financial reconciliation and documentation processes.

Understanding of credit risk principles and exposure management.

Soft Skills:

Strong communication and interpersonal abilities for interaction with banks and internal teams.

Adaptable, quick learner, and comfortable working under time constraints.

Keen interest in global markets and commodity finance.

Compensation

Base salary range: \$70,000–\$90,000, depending on experience and qualifications. Includes discretionary annual bonus eligibility and a comprehensive benefits package.

Equal Opportunity Statement:

This employer promotes a diverse and inclusive environment, welcoming applicants from all backgrounds.

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