

## **Natural Gas Trading - Back Office Internship (temporary, 60-100%)**

SET Swiss Energy Trading AG is a company founded by Swiss regional gas companies in order to provide them with market access. SET is purchasing and selling natural gas products and other related energy products. SET's main area of business are the European spot.

SET is looking for a Back Office Intern (4-6 months), starting in April/May 2019.

### **Main responsibilities:**

We offer a challenging and exciting position, in which you will support the Front Office team to coordinate trading related tasks. You will report to the Head of Trading, interfacing with internal and external stakeholders. Your main responsibilities will include:

- Validation and confirmation of concluded deals, collection of confirmations from the counterparties, chasing outstanding confirmations
- Settlement of the concluded deals
- Internal as well as external reporting (i.e. to appropriate authorities)
- Submit payment instructions to finance in a timely manner
- Support to Middle and Front Office

### **Profile:**

- Fluent in English and German
- Attention to detail, organised, strong focus on accuracy
- Ability to work in a fast-paced environment and multi-task
- Good IT skills (MS Office)
- Strong numerate ability
- Relevant work experience would be valuable

If you are interested in this position, please send us your application documents via email to [backoffice@setrading.ch](mailto:backoffice@setrading.ch) with subject «Back Office Internship».