



CERI International Sp. z o.o. is a rapidly expanding BPO centre (Business Process Outsourcing) with substantial experience in effective business process management. CERI International assists entrepreneurs in optimizing their operating expenses and in effectively translating better results into even better services. CERI International belongs to Commerzbank Group.

We are looking for:

## Letter of Credit Specialist

Work place: CERI International Sp. z o.o., ul. Traktorowa 148/158, Łódź.

Reference No.: LCS/DCS/CERI/2014

### MAIN TASKS:

1. Examination of documents under documentary credits.
2. Calculation of commissions and charges.
3. Calculation of maturity dates.
4. Examination of draft documents.
5. Responsibility for tracers and diaries within transactions done.
6. Assistance on documents issuance.

### REQUIREMENTS:

1. Minimum 3 years of experience in trade and / or banking and finance.
2. University degree (Economic, Banking and Finance, Foreign Trade – preferred).
3. Knowledge of rules that apply to Documentary credits, such as Uniform Customs and Practise for Documentary Credits, Uniform Rules for Bank-to-Bank Reimbursements under Documentary Credits, International Standard Banking Practice for Examination of Documents, Incoterms 2010, etc.
4. Very good knowledge of English language (spoken and written), other languages would be a plus.
5. Proficient use of MS Office, knowledge of CoDoka System would be a plus.
6. Capacity for teamwork and for work independently.
7. Quick learner.
8. Multi-tasking and well organized.
9. Acceptance of shiftwork.
10. Good written communicational and interpersonal skills.

### WE OFFER:

1. An interesting job in an international company.
2. On-the-job training to perform the tasks.
3. Responsible and interesting tasks with perspective to career development and increased responsibilities in the future.
4. Working atmosphere distinguished by partnership and true team spirit.
5. An attractive performance oriented compensation package.
6. Co-financed Multisport cards, co-financed medical care package.



## CONTACT:

To apply, please send your application (CV and cover letter) in English and Polish with reference number LCC/DCS/CERI/2014 to the following e-mail address: [kariera@ceri.pl](mailto:kariera@ceri.pl)

We will contact only the chosen candidates. Thank you all for your application.

**We kindly ask you to include in the CV the following clause:** I agree for processing my personal data and putting them into a database of CERI International Sp. z o.o. with headquarters in Łódź, Traktorowa 148/158 with regard to the current and future recruitment projects, in accordance with the provisions of the Act about the Personal Details Protection dated 29.08.1997 (Dz.U. z 2002 r. Nr 101, poz. 926 z późn. zm.). I note that I have a right of access to the content of my data and their correction.

