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# Example of Trade Finance Job Description

Our growing company is looking for a trade finance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for trade finance

* Responsible for customer order release
* Responsible for settlement of off Invoice Claims, monthly trade claims, quarterly/yearly scheme payouts for all parties
* NMCs (No More Claims) from parties to be cleared on quarterly basis
* NMC dispute resolution
* Maintain appropriate commercial hygiene and discipline in the operations in market & CFA point
* Monthly review of Debtors and Spends made for the channels
* Contribute to Trade Finance business development by providing support to Relationship Managers offices in originating and executing the transactions, which includes credit approval process and discussions with related divisions such as credit departments, RM's, legal
* Completing insurance quotations (NBI) for approval by the European Credit Committee or NY senior management
* Assist in management of the execution process and conduct monthly and quarterly reviews of the portfolio
* Provide guidance and support to junior level staff

## Qualifications for trade finance

* Minimum of 5 years Trade Finance experience -Letters of Credit, Bank Guarantees and Surety Bonds plus a strong understanding of UCC policies local laws and regulations surrounding Trade Finance
* Minimum 5 year Trade Finance Operation experience with Bank based in Japan
* Manage the marketing, origination and execution of Trade Finance business, cooperating with RM and product specialists within Asia Pacific the Transaction Services Team in Tokyo for product synergy
* 3 years experience in an international trade environment preferable in Settlements
* Bachelor Degree in Finance, International Business or other related discipline an asset
* CDCS accreditation an asset