

JOB VACANCY



LNG Sales Contract Operation Officer

Directorate : **Operation Directorate**
Reporting to : **LNG Sales Contract
Operation Assistant
Manager**
Work Location : **Jakarta**

Job Responsibilities

- Prepare all data and information required to develop the Annual Delivery Program (ADP), which covers and define the delivery schedule for DSLNG, and LNG delivery projection to buyers to ensure the timely availability of ADP to support the effective negotiation process.
- Coordinate, communication, and negotiate activities with buyers as directed by the supervisor to implement all LNG Sales and Purchase Agreements (SPAs) effectively (i.e., adjustments, LNG Prices, etc.).
- Prepare the implementation of necessary procedures, such as the setup of additional agreements from SPA, conducting correlation tests, and appointment contracts of surveyors and seller representatives, and any other items that arise to ensure timely and effective LNG delivery to buyers.
- Prepare and implement all activities and documentation related to cargo deliveries by the shipping teams, such as loading and discharge instructions and port authority documentation, to ensure complete and valid documents for effective and timely LNG cargo deliveries.
- Prepare accurate LNG inventory management information, including but not limited to proposing weekly inventory management plans, coordinating with parties on site, arranging shipping schedules, and other related inventory management plan activities to anticipate the future delivery schedule.
- Prepare all calculation and draft invoices related to LNG cargo based on JCC to ensure any LNG commercial arrangements is well executed to benefit DSLNG's interest.
- Prepare and implement spot cargo agreements to ensure effective implementation of spot agreements.
- Prepare and implement the Ship Management Program and Spot Ship Charter to ensure the availability of ships in optimum condition according to the inventory loading program.
- Prepare and develop a periodic internal or external report covering internal management reports, tender board documents, and other required reports to ensure the timely availability of accurate and valid reports.
- Prepare the Marketing and Sales Department budget and develop periodic reports on the implementation to ensure that Department expenses align with the approved budget.

Job Qualifications

- Bachelor's degree in marketing, finance, accounting, or economics is preferred.
- Minimum of 2 years work experience in commercial related position within oil & gas industry.

Please send your complete application letter, CV, recent photograph, current remuneration and expected remuneration to recruitment@dslng.com and put the vacancy code "**Position Name**" as the email Subject (not more than 300kb).

DSLNG will maintain the confidentiality of information from the applicants. Please note that DSLNG never solicit any charge from the candidates during the recruitment process and is not responsible for charges that is not requested by the company. The entire selection process is based on the results of the competency tests and will be conducted in a transparent and objective manner. Only candidate(s) who meet the criteria will be contacted.