

Informations générales

Développeur de talents / Responsable du recrutement

DIORCET, Marine

Responsable hiérarchique

JUSTO, Mariana

Branche

Trading-Shipping

Domaine fonctionnel

Finance

Niveau d'expérience requis

Moins de 3 ans

Type d'emploi

CDI

Description

Contexte et environnement

TotalEnergies operates a global trading ecosystem covering the full spectrum of **commodities essential to the Company's multi-energy strategy: crude oil and refined products including biofuels, natural gas, LNG, and power**. Our trading activities, span physical and paper markets worldwide supported by multidisciplinary teams based in Geneva, Paris, Houston, Dubai, Singapore and Athens. Our brand-new Athens affiliate is becoming **a strategic Competence Center**, designed to reinforce our operational capabilities across these commodities.

Athens also offers a uniquely strong maritime ecosystem, making it an ideal location to further consolidate and expand our shipping expertise across global routes. This new office will play a central role in supporting trading activities and delivering safe, efficient and high-quality trade execution with physical and financial flows.

We are committed to meet the energy needs of a growing population and we are committed to the energy transition. The volatility of the energy trading markets requires excellence in risk management and a culture of innovation. We are fully embracing the digital revolution.

Our people flourish in an environment that promotes expertise, entrepreneurship spirit, agility and a purpose-driven culture, generating boundless opportunities to learn, grow and achieve collaborative success.

Reinforcing the competencies of our people is a key pillar of our culture: we train our people to ensure their development and we pledge to encourage safety in all our actions.

We look for passion, ambition and open-mindedness. While we evolve in a demanding industry that requests to be always on the edge, we cultivate a friendly workplace where our people feel good, where team spirit and respect guide our daily routine, where the diversity of our people and their skills create a nourishing experience for all of us.

Joining our team in Athens means becoming part of our newly created Trading & Shipping affiliate, designed to host a dedicated competence center for Trading.

You'll be part of an international ecosystem where expertise, collaboration, and innovation come together to support our trading operations and shape the energy transition.

Our Athens workspace combines the agility of a fast-growing structure with the stability and ambition of a leading energy trading organisation, giving young and experienced talents the freedom to shape a lasting imprint on a region with strong potential. It's a place where your expertise is not only valued — it becomes instrumental in building our next chapter.

At TotalEnergies, **Trading & Shipping** is more than a business — it's a dynamic ecosystem of talent, innovation, and impact.

Join us and be part of the energy transition in action!

Profil du candidat

- The ideal candidate should have a bachelor/ master's degree or equivalent, with 2 years' experience within a Structured Power Contract / Back Office environment in a utility or a power trading company
- Knowledge of power & renewable business in France and Europe is essential
- Strong analytical and problem solving skills
- High degree of accuracy and attention to details
- Able to prioritise and organise daily workloads while working efficiently and accurately under pressure
- Strong drive for results and ability to meet tight deadlines in a fast-paced environment

- Collaborative team player
- Excellent communication skills
- Being able to work autonomously as well as part of a team is essential. Good interpersonal skills
- High level of professionalism, strong work ethics and accountability
- Interest in learning new skills in a complex and changing environment, adaptability to change
- Being fluent in English & French is essential and European languages are desirable
- Strong drive to improve processes and systems
- Good IT skills and AI literacy

The fast-paced trading environment requires the jobholder to be able to work both autonomously and as part of a team. The position requires strong communication skills within the team, externally and with other departments within the organisation. Both industry and contractual deadlines need to be respected to meet all of the company's obligations. Reporting and monitoring obligations per Mifid, EMIR, Sarbanes-Oxley Act and to comply with other rules & regulations require diligence and attention to detail.

Activités/missions

Activities in Structured Power and Renewables

As part of the Trade Support organisation, the team is supporting the trading functions in Geneva and more specifically the Trading Power Originators in Europe who are currently developing our **power and renewable business in Europe (PPA contracts, biogas, environmental certificates, aggregation/market access, flexibility market, batteries...)**. The team maintains a high level of collaboration and trust with Trade Support Team in these locations.

The jobholder works closely with the Originators, Operations, Middle Office, Energy Data Management, Legal, Credit, Treasury, Trading Accounting, IT teams.

Key responsibilities include deal verification, invoicing and payments. These processes are key to the commerciality of deals transacted by the Front Office teams. Strong attention to detail and a high degree of accuracy are essential skills in an environment where an error can have both financial and reputational ramifications. Strong drive to improve processes and systems is necessary alongside good IT skills. You may be expected to develop new tools to secure and optimize the process and build new reports adapted to the business evolutions.

The role provides the opportunity to learn the full trade cycle and is a strong foundation for future progression and opportunities within the organisation.

Key responsibilities:

- Manage a portfolio of counterparts and ensure the contractual terms are operationally adhered to
- Ensure daily that accurate trading information is represented within our ETRM (trading system)
- Reconcile gas and power grid operator invoices against our ETRM (trading system), liaising with Middle Office and Energy Data Management to resolve discrepancies
- Process invoices and payments to counterparts within industry or contractual deadlines
- Communicate with internal and external parties to ensure timely resolutions to problems and queries, and escalate when appropriate
- Contribute to the team responsibilities, including assisting with the team's general duties such as emailing, archiving and filing
- Assist the Accounting team with accruals and aged debt reporting
- Participate in team and individual projects delegated by the Global Back Office Manager
- Identify and assist in implementing process & systems improvement, from system testing to implementations at desk level
- Identify and communicate operational risk, define risk mitigating measures and priorities