

Informations générales

Développeur de talents / Responsable du recrutement

DIORCET, Marine

Responsable hiérarchique

MERVANT, Yannick

Branche

Trading-Shipping

Domaine fonctionnel

Commerce

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

- Bachelor's degree in economics, trading, business or as we have several openings, we are happy to consider both fresh graduates and 2-4 years of experience within a Back Office, ideally in Oil, Gas & Shipping operational environments.
- Knowledge of energy commodity markets (oil products, crude, LNG, gas & power) is highly desirable
- Strong understanding of payment processes and trading documents (contracts, LCs, cargo docs, LOI).
- Familiarity with trade lifecycle controls (confirmations, nominations, positions) and reconciliation practices.
- High degree of accuracy, numeracy, and attention to detail; strong analytical and problem -solving skills.
- Able to prioritize and organize workload, working efficiently under time pressure with multiple deadlines.
- Strong communicator and collaborative team player; professional, accountable, and customer -focused.
- English fluency is essential (B2/C1). French and/or other European languages are an asset.
- Proactive, curious, and adaptable; drive for results and continuous improvement/automation mindset.
- Solid computer skills and ease with IT systems.

If you are motivated by operational excellence and thrive in a dynamic international environment, we encourage you to apply and join our Athens invoicing team.

Activités/missions

As part of the Trade Support organisation, you will join the Trade Invoicing team and contribute to the full post deal lifecycle for Petroleum Products, LNG, Bio and Crude.

Embedded in a dynamic international trading environment, you will collaborate daily with Operators, Traders, Middle Office, Finance, Accounting, Credit, Treasury, Tax, Compliance, Data/IT and external partners to ensure accuracy, timeliness, compliance, and seamless execution.

For LNG activities, the Trade Invoicing Operator will be in charge of managing a portfolio of external and internal counterparts dealing with physical transactions in LNG and related freight. Key responsibilities include timely invoicing and payment processing, verification of price formulas, payment terms, operational data and contract management. These processes are key to the commerciality of deals transacted by the Front Office teams.

For Oil and Bio Invoicing activities, The Trade Invoicing Operator will be in charge of the invoicing part of internal and external physical deals. Pricing formula, Operational data, contract & GTC's payment and price clause, payment and internal/external dispute resolutions are some of the responsibilities that are handled by the trade invoicing operator.

For both positions, strong analytical skills, attention to detail and a high degree of accuracy are essential in an environment where an error can have both financial and reputational impact.

Strong drive to improve processes and systems is a plus.

What you will do:**Manage payable and receivable merchandise invoices and ancillaries costs**

- Manage all cargo invoices and operational costs (brokers, freight, storage, terminal, inspection, insurance, ...) of a trading desk, and ensure they are in line with contractual and credit requirements.
- Manage LNG long-term contracts invoicing and reconciliations
- Monthly reconciliation with unfinalized deals and liaise with Accounting/Credit for aged debt reporting.
- Daily monitor unpaid invoices, send reminders, follow-up until settlement and invoice late payment interest where applicable.
- Create the quarterly storage insurance declarations

Analysis and Trade support improvements

- Verify accuracy of received invoices with supporting documents (L/C, B/L, LOI, contracts, deal recap, etc).
- Verify Deal Sheet, contract and LC information prior to issuing invoices.
- Spot discrepancies between invoices, operational data, contract, deal recap and follow up with trader, middle office and trading operators.
- Ensure daily that accurate trading information is represented within our 'in-house' trading systems by checking recap/nomination/contract/confirmation on LNG deals
- Identify and assist in implementing process & systems improvement, from system testing to implementations at desk level

Build strong internal & external relationships

- Collaborate closely with traders, trading operators and middle office to resolve discrepancies and follow-up until resolution.
- Maintain solid working relationships with relevant departments (tax, credit, legal, accounting, etc), third party service providers and trading counterparts involved in post deal activities.

The Athens Competence Center plays a key role in Trading & Shipping's operational excellence. In this fast paced environment, you will work both autonomously and as part of a multicultural invoicing team, interacting with OPS, Trading, Treasury, Tax, Credit, Middle Office, Finance, Accounting, Compliance, Energy Data Management, and IT.

The role requires precision, reliability, and strong collaboration, with respect for industry and contractual deadlines and adherence to controls supporting MiFID, EMIR, Sarbanes-Oxley and other applicable regulations.

Assignments may cover invoicing and/or trade support activities, with potential to rotate over time based on business needs, skillset, and development plans, offering an excellent platform to learn the full post-deal lifecycle and grow within the organization.