

## Informations générales

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### Développeur de talents / Responsable du recrutement

DIORCET, Marine

### Responsable hiérarchique

BENESSY, Valérie

### Branche

Trading-Shipping

### Domaine fonctionnel

Finance

### Niveau d'expérience requis

Moins de 3 ans

### Type d'emploi

CDI

## Description

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### 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 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 Back Office / Market Operations environment
- Knowledge of energy commodity markets is highly desirable
- 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 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 Gas and Power**

As part of the Trade Support organisation, the Trade Support Analyst will support the **Gas and Power** trading functions in Geneva and Singapore and maintains a high level of collaboration and trust with the Trade Support Team in these locations.

As a Trade Support Analyst you will work closely with the Traders, Operations, Originators, Middle Office, Energy Data Management, Compliance, Credit, Treasury, Trading Accounting and the IT teams.

The Trade Support Analyst will be in charge of managing a portfolio of external and internal counterparts dealing with physical transactions in gas and power (OTC physical, capacity transactions, beach swaps, brokerage, grid operators contracts, gas and power contracts, ...).

Key responsibilities include deal confirmations, position validation, invoicing, payments and contract management. 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 a plus.

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

##### **Key responsibilities:**

- Be the first point of control and support for the Front Office activities
- Manage a portfolio of trading counterparts and ensure the contractual terms are operationally adhered to
- Ensure daily that accurate trading information is represented within our 'in-house' trading systems by checking recap/nomination/contract/confirmation
- Confirm deals with counterparts and brokers on a daily basis
- Reconcile gas and power grid operator invoices against our 'in-house' trading systems
- 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