



JOB DESCRIPTION			
JOB TITLE:	TRADE NEGOTIATOR	REF NO:	
REPORTS TO: (Job Title)	DEPUTY MANAGER TRADE AND HEAD TRADE	START DATE:	2012
DEPARTMENT:	TRADE	DIVISION:	LONDON MAIN BRANCH

1	JOB ROLE
	LC Negotiations, Discounting Bills, Buyer's Credit
2	JOB RESPONSIBILITY
	<ul style="list-style-type: none">Responsible for business and operational activities within the Trade Department
3	JOB TASKS
	<ul style="list-style-type: none">Thorough knowledge of checking of documents as per UCP guide lines and to input in the Finacle system.Negotiation of documents presented under Letter of credit.In case of discrepancies, to advise the same to beneficiaries/presenting bank.To follow up the discrepant documents and to ensure the negotiations of documents takes place within the time stipulated.To prepare appropriate payments orders i.e. MT 799/103/202 and also to prepare MT 754/734/400 etc.Discounting of documents when the sight payments are involved. Proper diaries system to be adopted.To make the payments under Buyer's Credit and to follow the system of diaries and to follow recovery of payments/interest etc.To maintain up to date files of each documents negotiated up to the closure of the file.Any other work assigned by Manager Trade and Deputy Manager.
4	SKILLS
	<ul style="list-style-type: none">Must have full knowledge of UCP 500/600/ URC 522.URR 725 & incotermsGood Communication SkillsCustomer Service SkillsKnowledge of Excel and Word
5	OTHERS



State Bank Of India

CAO 1

भारतीय स्टेट बैंक

--	--