

Settlement Manager

BlueOak Arkansas LLC is a Midwest-based electronic scrap (e-scrap) refiner is seeking a Settlement Manager to lead its precious metals settlement operation including organizing and preparing final settlements for e-scrap and precious metal containing copper alloy. The position will report to the General Manager.

Responsibilities

- Developing the framework and standard operating procedures for customer and smelter settlement operations
- Compile and compute payments due to shipper for e-scrap lots, scrap metal, and other metal products forwarded to plant for processing using established practice and proven industry software
- Base computations on weight figures from freight bills internal data collection and laboratory reports of moisture content, fire assay, Lims, and ICP analysis
- Assemble all the necessary internal support documents for the final settlement packages to be presented to the General Manager
- Reconcile analysis and information on copper alloy lots received from smelters with internal expectations, and make recommendations to General Manager for any necessary action
- Ensure planning and timely execution of daily settlement packages
- Ensure planning and timely execution of the daily office functions

Skills

- Experience in metallurgical secondary copper and/or precious metal bearing scrap (e-scrap, auto-catalysts, industrial catalysts) recycling and refining operations, with a background in the following areas preferred:
 - Operational background in metallurgical accounting responsibility
 - Familiarity with refining e-scrap
 - Knowledge of existing copper refining processes
- Experience in developing and delivering competitive settlement results to customers and shippers in an open metal pricing environment
- Team player in a fast paced start up environment
- Excellent communication and customer service support skills
- Ability to working with various members & functions in the team, from the plant floor to senior management

Qualifications

- BS in Accounting or Business, a related field or equivalent training and experience in precious metal / copper smelting operations
- 3 + years of experience in target industries such as:
 - Secondary copper smelters
 - Precious metal scrap recycling
 - Experience with metal trading
 - Experience in primary copper and secondary recover operations a plus

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