

	AET Job Description	Dpt: Corporate HR	Pg. 1
		Ref. No : HR.2.1.2.FRM3	
	CORPORATE HR VERSION 2.0	Sign Off Date : 20 Oct 2016	
		Approved by : SVP Global HR Linda Murray	

Job title	Commercial Research Analyst		
Position Number	11199	Position Grade	1 – Executive
Location	Houston	Region	Americas
Division	Crude Petroleum Shipping		
Sub Division/ Department/ Sub Department	Crude Research, Business Development & Commercial Projects/Commercial Research & Analysis		
Reports to	Manager of Commercial Research & Analysis		

Purpose of the Job

The primary purpose of the commercial research and analysis department is to support the commercial unit by providing intelligent analysis of actual operational and financial performance combined with market intelligence, there by focusing the team to make positive decisions regarding fleet optimization and revenue maximization.

This position is an entry level position for an analyst with the purpose of supporting the above goal of the department. The initial key responsibilities would include data entry, collection and basic research; this would change overtime as the analyst would develop skills and knowledge about the industry and be able to practically apply them to provide effective analysis. The role will assist the Head of Commercial Research and Analysis in data collection, completeness, validation, analysis and report writing.

Key Accountabilities

- Data collection from various sources such as market reports, spreadsheets, IMOS, Oracle and review for completeness and correctness Identify between eight and twelve primary duties and responsibilities for the job.
- Preparation of standard monthly / quarterly / annual reports on operational and commercial performance.
- Update standard / complex spreadsheets / database of standard metrics and keep the assigned spreadsheets / data base up to date.
- Perform research which could be on internal performance and / or external market areas.
- Work closely with commercial teams to thoroughly understand / learn the drivers of performance and success in the business.
- Prepare reports as necessary and provide support to Commercial for Customer annual KPI Reviews.
- Support HOD of Research and Analysis for Ad-hoc reports / data as required.
- Master IMOS for report creation and data extraction.
- Lead small projects or teams from inception to completion, while giving direction to team members on principles of research, analysis and process optimization.
- Ability to work independently on medium complexity analytical projects and tasks.

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Qualifications

- **Education:** Bachelor's degree in Maritime or logistics management or economics or finance
- **Experience:** 1 year of experience
- **Specialized knowledge:** Advanced knowledge and interest in the shipping industry, world trade and knowledge of statistics and data analysis
- **Skills and Abilities:** Analytical minded person; High attention to detail and accuracy; Ability to work with spreadsheets and large sets of data; Advanced skills in Excel, word, power point; Ability to effectively communicate both verbally and written; Report writing and research skills.

Job Scope

People	Teams Managed 0	Direct Reports 0	Employees Managed 0
Geography	Geographic Spread of Job Responsibilities Multiple Regions (more than one of Americas, Europe and Asia)		
Financial	Revenue Directly Accountable For None	G&A Budget Directly Accountable For None	
	Revenue Indirectly Accountable For More than US \$100m	G&A Budget Indirectly Accountable For US \$5m - \$10m	

Job Contact Points

Internal (AET, MISC and Petronas):

- Manager of Research and Analysis – Assist with report compilations, discuss outcome of research and work plans.
- Commercial – Commercial intelligence, data collection, reporting
- Operations – Voyage/ vessel performance, IMOS, reporting
- Finance – Month end results / analysis, work on reporting
- Corporate planning / Strategy – Data / information on the crude sector

External

- Research houses – Market reports / external market data
- Vendors – Performance data / market information

Physical requirements

Working conditions are normal for an office environment. Work may require occasional overnight travel and weekend and/or evening work.

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