

About Us

MTS Gold Group is a premier gold trading company dedicated to optimizing the gold trading process while delivering exceptional services to our clients. As the largest gold exporter in the country, we focus on efficiency, quality, and innovation in our operations.

Position Overview

We are looking for a **Bullion Operations Executive** to join our team, a leading commodities trading house. This role offers hands-on experience in the precious metals field, focusing on deliverable gold and silver contracts. The ideal candidate will support daily physical operations, monitor inventory, and collaborate with service providers and internal stakeholders to ensure smooth trade execution and settlement.

BULLION OPERATIONS EXECUTIVE

- Provide operational and middle-office support to the physical bullion trading team to ensure smooth day-to-day operations
- Perform daily inventory reconciliation across vaults and counterparties, ensuring accuracy, completeness, and timely reporting
- Monitor bullion inventory levels and movements, and assist in inventory planning and control
- Liaise with service providers, vaults, logistics partners, and internal stakeholders to resolve trade discrepancies, settlement issues, and operational breaks
- Prepare, maintain, and automate daily and periodic operational reports using Excel and PowerPoint to improve efficiency and data accuracy
- Support operational risk management by maintaining proper documentation, audit trails, and internal control processes
- Stay informed of market developments and changes in precious metal pricing that may impact inventory management, valuation, and operational decisions
- Contribute to process improvement initiatives and support ad hoc operational and project-related tasks as required

Requirements:

- Diploma in Business, Finance, Accounting, Supply Chain, Logistics, or a related discipline
- Strong analytical skills with good attention to detail and numerical accuracy
- Basic understanding of financial markets; exposure to commodities or precious metals is an advantage but not required
- Proficiency in Microsoft Excel and PowerPoint; ability to work with data and reports
- Good written and verbal communication skills to liaise with internal teams and external service providers
- Willingness to learn, proactive attitude, and ability to work in a fast-paced operational environment
- **Fresh diploma graduates are welcome to apply!**

What We Offer:

- A valuable learning experience in a leading gold trading firm
- Great exposure to various financial products
- Mentorship from experienced professionals in the finance sector
- Opportunities to develop your analytical skills