

Title: Contract Compliance Specialist

Division/Department: Legal

Reports to: Kyle Smith/Matt Lindsay

Effective date: 8/2022

FLSA status: Exempt

General summary:

Be the point of contact for all. Know Your Customer processes and new counterparty due diligence. This candidate would also be charged with tracking and organizing all contracts across the company, as well as entering this information in all Energy Trade and Risk Management systems.

Key responsibilities:

- tracking and organizing all contracts across the company
- Data Entry into Trade & Risk Management systems.

Job criteria:

Education & experience

- 4 year undergraduate degree preferred
- Paralegal experience preferred but not required

Knowledge, skills, & abilities

- Document software experience preferred
- Excellent organization skills
- High attention to detail
- Knowledge of industry terms and vocabulary for crude oil, refined products and natural gas
- Knowledge of common industry contracts (e.g., NAESB Agreements)
- Ability to work independently to solve problems
- Ability to communicate both internally and externally regarding contracts governing UET's business transactions

Working conditions

While performing the duties of this job, employees are regularly required to sit for extended periods of time, walk and stand; talk both in person and by telephone; use hands and fingers to handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Vision abilities include close and distant focus. The noise level in the work environment is usually quiet to moderate. May on occasion be exposed to loud sounds and distracting noise levels. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.