



POTEN & PARTNERS

HOUSTON / NEW YORK / LONDON / ATHENS / SINGAPORE / GUANGZHOU / PERTH

LNG Consulting Analyst / Senior Analyst: Singapore Office

About Poten & Partners

Poten & Partners is a global brokerage, energy consulting and business intelligence company with operations in New York, London, Singapore, Houston, Athens, Guangzhou and Perth. Poten provides brokerage and research support for the transportation of crude oil, refined products, liquefied natural gas (LNG) and liquid petroleum gas (LPG).

Through its team of LNG and natural gas professionals, it is uniquely positioned to offer a full range of services across the oil and gas supply chains, including commercial advice, project development, financial guidance, technical due diligence, supply procurement, market insight, tender support and vessel chartering. As the world's oldest and largest dedicated LNG consulting practice, Poten's global reach and expertise is unmatched in the marketplace.

Over the past decade it has completed over 700 natural gas & LNG consulting assignments for clients in 60 countries. Its flagship product "LNG in World Markets" are recognized globally as the principal source of market information, analysis and pricing for the liquefied natural gas industry. Poten also offers globally integrated commodity brokerage services for naphtha, condensates, LPG and LNG. Its customers include national and independent oil companies, traders, banks, governments and shipowners.

The Role

Poten & Partners' is recruiting for an LNG Analyst or Senior Analyst position in their Singapore office. The role is to provide detailed LNG market research, advice and support to Consultants in the preparation of reports to clients, acting as part of a multi-disciplinary team. Fluency in an Asian language would be valued, particularly Thai, Korean or Vietnamese.

Function/Reporting

The position is part of the Singapore LNG Consulting Team and reports to the local LNG Consulting Manager who is based in Perth, Western Australia. The Singapore and Perth teams operate as an integrated business unit.

The successful candidate will be expected to work closely with other analysts and consultants of all disciplines across the organisation and in different world-wide locations, as required, to contribute to the delivery of highest quality consulting services to clients.

The position has no direct reports but will liaise with the other team members to ensure that the quality of information provided is consistent, of the highest quality and as complete as possible.

Overall Responsibilities & Specific Duties

The successful candidate will be responsible for delivery of sound, practical LNG research data to Consultants, and shall:

- Be able to draft proposals, work orders, budgets and schedules with a clear understanding and interpretation of a client's RFP or summary of requirements
- Demonstrate a high-level understanding of management of client relationships and project delivery
- Be able to support project teams in project research, data input, information gathering, and report preparation with a high-level understanding of conceptual and strategic targets for reports
- Identify potential for scope-creep and avoid rework through clear understanding of scope of work
- Be able to work as a supporting team member across multiple projects and studies simultaneously
- Develop an understanding of prioritisation and application to successful completion of projects
- Contribute to group discussion to identify problems and effective solutions for timely execution and completion of projects
- Display capability to present concepts clearly and simply to audiences
- Provide analytical support in the development and application of proprietary quantitative models
- Achieve a detailed knowledge and understanding of the LNG business and develop a deeper knowledge of specific parts of the value chain
- Assist project managers in maintaining documentation for specific projects complete and up to date, including maintenance and upkeep of the Extranet
- Develop high-quality inputs as required and assigned for LNG Consulting quarterly forecast updates and the Global LNG Outlook report
- Develop and maintain a network of industry contacts through participation in industry gatherings, events, conferences or other means.

Standard Responsibilities of all Poten Staff

- Conduct oneself in an ethical manner in line with the requirements set out in the BGC Partners Employee Handbook and other Company Policy documents
- Compliance with local and international legislation
- Be respectful of the multicultural nature of the company both internally and externally
- Promote the best interests of the company and its clients at all times
- Respect the confidential nature of the company's business and that of its clients at all times
- Ensure that Poten research, intellectual capital, and organization learning are accessible and used across the entire LNG consulting organization
- Actively promote organizational and administrative effectiveness and efficiency within Consulting
- Contribute to the growth and profitability of the LNG Consulting department and the company
- Promotion of HSE culture, and strict compliance with Client HSE requirements when visiting their offices or plant/facilities.

Skills and Competencies

The successful candidate is expected to demonstrate:

- Pro-active communication skills with confidence to speak with people from a wide range of cultures and perspectives in person and over the phone
- Well organised with good time management, comfortable supporting multiple projects in parallel
- Ability to write clearly and concisely, free of grammatical, spelling and punctuation errors, explaining complex material simply with a clear story line and message
- Ability to actively listen, provide feedback and consider different perspectives on ambiguous data
- Support and participation in efforts relating to the development of new business areas
- Active participation in efforts to share intellectual capital and quantitative models, providing positive support and appreciation to those that share
- Participation in project reviews, taking responsibility for some action items
- Capability to handle administrative tasks and timely delivery of work product
- Willingness to expand capabilities to provide cover for Consultants where necessary.
- Full familiarity with Microsoft Office, in particular data analysis in Microsoft Excel

Experience

- As an entrant from industry, a minimum two years of experience in analytical work with a degree or technical qualification in relevant fields such as business, economics, energy policy, engineering etc.
- Considerable research experience in data and information management distilling large volumes of data to key insights to develop and assist in the production of reports and proposals

Working Requirements

- Necessary documentation (working visa or equivalent) to legally work in Singapore
- Capability to work in a multi-cultural/multi-disciplinary environment
- Ability to work with a variety of outside agencies, respecting client confidentiality at all times.

Performance Appraisal and Recognition

Poten & Partners operates a staff performance evaluation/appraisal system and implements training activities as required. Performance evaluation will be a significant factor in career advancement, with measurement of progress made against the expectations of the position. Annual objectives will target weaknesses and capitalise on strengths in preparation for, and anticipation of, career development.

Performance is recognised through a discretionary annual bonus system based on the capture new work and overall contribution to Client work. Personnel are expected to operate on a continuous improvement basis, learning from and adapting to Client feedback and always ensuring that the Clients' requirements and expectations are met or exceeded.

Send your CV and cover letter to Will Pulsford (wpulsford@poten.com). Please explain clearly in your application how you fulfill the requirements outlined.