



NUMIDIA

YOUR EXPERT PARTNER IN DAIRY

For the Trade Department at our office in Dallas (Texas) in the USA, we are looking for a

Trade Support (M/F) Fulltime

The position

Join Numidia's trading desk and play a key role in ensuring the seamless execution of global dairy trades. You will work closely with Traders and cross-functional teams, owning the operational flow from contract to delivery in a fast-paced, international environment.

Tasks and responsibilities

- Prepare, review, and process purchase and sales contracts with a high degree of accuracy, ensuring all commercial terms are correctly reflected and aligned with trader agreements
- Oversee the full lifecycle of trades from contract confirmation through shipment, delivery, and invoicing, ensuring timely execution and proactive issue resolution.
- Maintain clear and up-to-date visibility on trading positions, shipment schedules, and contract status
- Act as a central point of contact between Trading, Supply Chain, Finance, and Customer Operations teams to ensure seamless communication and execution across all stages of the trade flow.
- Ensure accurate and timely entry of trade data into ERP systems, maintaining high standards of data quality to support reporting, financial control, and operational efficiency.
- Coordinate and support operational activities for liquid dairy sales within the US market.
- Take ownership of a broad range of supporting tasks, including general administrative duties and office management-related activities.

We offer

- A challenging job in a dynamic, fast growing organization;
- A competitive salary and benefits, including bonus;
- We provide compensation for health care insurance;
- Working within an international environment;
- Working within a young, fast-growing and multi-cultural organization;
- Proud to be certified as a Great Place to Work – join a culture where people come first!
- Continuous development opportunities – grow your expertise and career.

We are looking for a Trade Support who

- Bachelor's degree required
- Strong attention to detail
- Proactive and comfortable faced paced environments
- Possesses the following competences: Teamwork, Effective Communication, Ownership and Accountability, Leadership, Focused and Initiative, Customer focus, Relationship building, Analytical, Financial Awareness;
- Has good knowledge of automated systems (Microsoft Office and - Dynamics and ERP-systems);
- Please note that this role is office-based and does not include a remote work option.

About Numidia

Numidia is a dynamic company, specialized in the international trade of quality dairy products (butter, cheese, milk powders, liquids, etc.), dairy related ingredients and dairy derivatives. Our clients and suppliers are located worldwide. Numidia has, next to the HQ in The Netherlands, offices in Montevideo, Dallas, and Singapore. We built a strong track record in the dairy industry and with our market- and product expertise, a personal and pro-active approach and we strive for operational excellence with people who make the difference in all areas. Our core values are transparency, reliability, flexibility, authenticity and long term relationships.

Are you interested?

Would you like to contribute to the success of our international organization? Please send your resume and motivation letter to careers@numidia.nl and we will reply shortly. If you have any questions about this open position, you can also send it to careers@numidia.nl.