



Neptune Pacific Trading

Neptune Pacific Trading (NPT) is a long established shipping agency within Fiji, representing a number of reputable principals offering through supply chain management at both a local and global reach.

Finance Officer, Container Detention

Neptune Pacific Agency represents Neptune Shipping and Pacific Forum Line. Neptune is owned by premium water brand, FIJI Water who in turn is owned by The Wonderful Company, a privately held global business headquartered in Los Angeles.

Delivering legendary service, Neptune prides itself on the ability to provide regular and reliable shipping services to the Pacific Islands. Our team provide customers with efficient, responsive and professional service whilst embracing our core Company values.

Our Shared Service Centre in Suva is experiencing a time of growth. A newly created opportunity is available for an experienced, team orientated person to join our team as a Detention Invoice Officer.

Key responsibilities include:

- Printing and sending of invoices to customers
- Preparing and sending customer statements
- Liaise with internal and external customers for follow up and payments
- Reconciling bond General Ledger
- Initiate end to end bond refund process
- Liaise with internal customers to generate credit notes
- Reconcile detention collected and remit to Principal monthly
- Commission calculations

To be considered, applicants must:

- Bachelor's degree in finance or related discipline
- 2-4 years relevant experience in Accounts Receivable in shipping / logistics environment
- Fast learner with advanced MS Office skills and accounting systems
- Self-starter with ability to work independently with a high sense of urgency
- Strong analytics and problem-solving skills
- Ability to interact with peers and management in a confident and professional manner.
- Collaborative and cooperative team player

Please note that to be considered for this position you must hold the right to work and live in Fiji.

Email applications to HR quoting **Finance Officer, Container Detention** in the subject line.

Email: hr@neptunepacific.com Closing Date: 15 February 2019

For Legendary Service
www.neptunepacific.com

