



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.

Disbursement Assistant, Shared Services

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 business headquartered in Los Angeles.

Delivering legendary service, we pride ourselves on the ability to provide regular and reliable shipping services to the Pacific Islands. Our team provides customers with an efficient, responsive and professional service whilst embracing our core Company values.

With the continued growth of our Shared Service Centre in Suva, we have an opportunity for a keen, team orientated candidate with a positive, can-do attitude to join our team.

The Key Responsibilities for this position include:

- Analyse General Ledger
- Provide disbursement account support
- Liaise with customers regarding invoices
- Review invoice coding and classify into voyages
- Extract reports and perform monthly reconciliation
- Resolving customer queries
- Review monthly account submissions
- Allocate payments in system

To be considered, applicants must:

- Bachelor's degree in finance, accounting or related discipline
- 2 years' experience in similar environment
- Fast learner with advanced MS Office skills
- Adaptable to manage high volume demands
- Proven experience operating various ERP Systems
- Exceptional interpersonal and communications skills
- Deadline orientated with strong time management/planning skills
- Shipping experience is preferred but not essential

As a successful candidate you will have an eye for detail and be process orientated, with the ability to work with minimal supervision. In return, you will have a long-term career opportunity, exposure to complex accounting practices, foreign currencies and creative problem solving.

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

Applications should be emailed to HR Team quoting Disbursement Assistant

Email: hr@neptunepacific.com

Closing Date: 8 February 2019

For Legendary Service
www.neptunepacific.com

