

POSITION DESCRIPTION

PNG Ports Corporation Limited

AM7032 - Billing Officer

PNG Ports Corporation Limited (PNGPCL) is a premier maritime service company in Papua New Guinea and is the largest port operator in the South West Pacific, outside of Australia and New Zealand.

As a corporation that continues to develop the capacity of its workforce to deliver high-quality service to all stakeholders, PNGPCL is committed to attracting the highest calibre of professionals who can contribute to achieving and elevating the company's vision and mission.

Providing a positive work environment and competitive employee benefits, PNGPCL is inviting exceptional candidates to apply for this key role based in Port Moresby:

Billing Officer

Reporting to the Team Leader Administration, the Billing Officer is responsible for collecting hard copies of all Cargo Manifests and encoding accurate details indicating entry references, correct weight, revenue, and tonnage manually, and entering Cargo Module requirements (BOL) into the Klein Port System.

Key Responsibilities:

- Constantly liaise with the Team Leader for any late submission or additional Cargo Manifests
- Ensure details in the EDI (Ensure Details In) Cargo Manifest files are thoroughly checked for uploading and processing
- Prepare Charge Work Sheet (Copy of Invoice) and Cargo Manifest Wharfage details for confirmation by the Team Leader Operations
- Ensure all cargo Bill of Lading (BOLs) are processed on time and ready to create Default Services for billing the voyage
- Maintain up-to-date information on Control Books regarding receipts of Cargo Manifest
- Provide timely Import and Export Cargo, Container, and Commodity Statistics to the Port MIS Officer when required on a weekly or monthly basis
- Report an issue to the Business Manager for the efficient operation of the EDI Cargo Manifest
- Promptly respond to and settle queries/issues raised by customers.

Expected Competencies:

- Diploma in Accounting, Commerce, Business Studies, or related field
- Minimum of 3 years' experience in a similar role, preferably in the shipping industry
- Excellent understanding of port operations, cargo management, and Port Billing/Invoicing system
- Understanding of the organization's goals and objectives
- Excellent knowledge of operational health and risk management
- Excellent written and oral communication skills
- Very good accounting, customer service and interpersonal skills
- Very good computer applications, evaluative and problem-solving skills.

This position is open to PNG citizens only.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the application form and follow the website instructions to forward to us including a detailed CV and copy of a current police clearance certificate. We encourage applicants to request a full PD from our office to review before applying.

Alternatively, please call us on (+675) 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Friday 14th April 2023

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview