



Logistics Officer

Delivering legendary service, Neptune Pacific Agencies provides regular and reliable shipping services to Pacific Island importers and exporters under the Neptune and Pacific Forum Line brands. Our team is focused on providing customers with an efficient, responsive and professional service whilst embracing our core company values

We are seeking an energetic Logistics Officer to join our team based at our Suva Office.

The Key Responsibilities for this position include:

- Compiling of Container Bond
- Raising Detention Invoice and send to Customers
- Assist in System updating of Container Movement
- Follow Ups on Damage Estimates from Depot
- Comparing of Confirm Vssl Load with Bookings
- Sending Reminders to customers every 10 days on Import Units
- Assist in compiling of Empty re-entry to/From Wharf
- Attendance to ad hoc requests from Management or the Line

To be considered, applicants must have:

- 2 – 4 years' related office experience (within the Shipping industry would be an added advantage)
- Previous logistics experience desired but not essential
- Proficient with Microsoft Office Outlook, Excel, Word and MYOB.
- Ability to work under pressure in a fast paced environment
- Able to relate to customers and fellow employees.

The position requires somebody who is hard working, pays attention to detail, honest and able to work with minimum supervision. Ability to work overtime when needed.

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 the HR Advisor quoting 'Logistics Officer' by:

Email: hr@neptunepacific.com

Closing Date: 18 August 2017