

VACANCY

ARE YOU THE ONE?



**PORT
ST. MAARTEN
GROUP**

JOB TITLE

Billing and Logistics Clerk

GOAL OF THE POSITION

The role of the Billing and Logistic Clerk is pivotal in ensuring the seamless coordination of billing and logistics operations within the port environment as it pertains to containerized and loose cargo receiving and leaving the port.

TASKS AND RESPONSIBILITIES

Administrative Logistics

- Preparing the planning documentation for vessels.
- Ensuring that all cargo/containers are presented in the PMS system.
- Coordinating shipping-agent documents for container offloading.
- Receiving tally sheets and other documents for vessel loading and discharge.
- Ensuring that invoices include all relevant details.

Billing Services

- Ensuring that corresponding charges are correctly invoiced.
- Preparing monthly invoices of containers for shipping agents.
- Distributing invoices generated.
- Ensuring Billing complies with contracts and company policies.
- Preparing revenue reports and flagging billing irregularities.

Customer Service

- Maintaining communication with customers to resolve billing discrepancies and disputes.
- Communicating with shipping agents to make corrections prior to invoicing, specifically to the services rendered.
- Handling customer inquiries and concerns related to billing and logistics matters promptly and professionally.
- Informing Shipping Agents if they are not in compliance with their contractual agreements or are acting against company policies.

EDUCATIONAL LEVEL AND EXPERIENCE

- High School HAVO degree or associate's degree in logistics or cargo handling
- 1-3 years' experience in logistics
- Verbal and written communication in English
- Knowledge of port terminal system, and cargo operations is a plus.

OTHER REQUIREMENTS

- Can perform tasks Independently.
- Service-oriented attitude.
- Knowledge of administration, and administrative processes and procedures
- Integrity, persistence, and patience
- Upholding professional appearance and behavior.

ADDITIONAL INFOS & DEADLINE

Applicants are invited to submit a: cover letter, and a comprehensive curriculum vitae by **July 3, 2026**, to:
Human Resources
Email: vacancies@portstmaarten.sx

