

VACANCY

ARE YOU THE ONE?



**PORT
ST. MAARTEN
GROUP**

JOB TITLE

Clearance and Billing Clerk

GOAL OF THE POSITION

The Clearance and Billing Clerk has a responsibility to prepare invoices for users of the port and will be responsible for the receipt of money/payment and the preparation of vessel clearing documents.

TASKS AND RESPONSIBILITIES

Registering Services

- Entering all vessel movements' data to accurately process invoices.
- Preparing invoices for shipping agents and/or cash customers.
- Invoicing of fees of all cargo and checking all incoming and outgoing manifest from vessels.

Payment Collection

- Receiving clients at the clearing counter and handling their payment requests.
- Billing and collecting all payments for passengers arriving through the Port St. Maarten and SLAC.
- Performing the daily reconciliation of cash received.

Communication and Administration

- Answering phone calls in a professional manner.
- Generating data for invoicing and reporting any perceived irregularities.
- Preparing, finalizing, printing, and disseminating Port Logistic System invoices.
- Coordinating with clients on invoice problems.
- Rotating between the SLAC and Great Bay locations.

Clearing Services

- Preparing, reviewing, and processing various documents required for clearance and other invoice purposes.
- Issuing clearance documents to the persons presenting at the counter.

EDUCATIONAL LEVEL AND EXPERIENCE

- Minimum education: HAVO or an equivalent secondary education.
- 3 – 5 years of working experience in administration.
- Affinity with computerized logistical programs.
- Able to work with Microsoft Office 365.

OTHER REQUIREMENTS

- Able to work in a team and independently.
- Service-oriented attitude.
- Professional appearance and behaviour

ADDITIONAL INFOS & DEADLINE

Applicants are invited to submit a: cover letter, and a comprehensive curriculum vitae by **September 9, 2026**, to:

Human Resources
Email: vacancies@portstmaarten.sx