Financial-administrative assistant
Chartering Department

Located in Luxembourg

Cobelfret is a well-established group of dry bulk shipping companies with offices in Luxemburg, Singapore, and Antwerp. We operate worldwide a time-chartered and owned fleet of about 100 vessels ranging from handysizes to capesizes .

To support the smooth running of our financial and administrative operations, we are currently seeking a highly organized and detail-oriented administrative Assistant. In this key position, you will play an essential role in ensuring the efficiency and accuracy of our day-to-day administrative and billing activities of our chartering department.

Your responsibilities will include:

- Ensuring accuracy in billing and invoicing processes.
- Maintaining well-organized and comprehensive billing records.
- Analysing and control hire/rental accounts.
- Following up on payments and incoming funds to ensure respect of deadlines.
- Managing invoices from agents and suppliers.
- Handling internal and external queries related to billing.
- Reconciling accounts.
- Assisting the operations and credit control teams.
- Ensuring compliance with internal policies and ISO 27001 information security standards.
- Performing administrative duties such as document archiving.
- Other ad-hoc projects when needed.

Your profile:

- Degree in administration, accounting or a related field.
- Previous experience in administration and/or billing is an asset.
- Fluency in English is required.
- Strong numerical and analytical skills with high attention to detail.
- Team player with excellent communication skills.
- Well-organized and able to prioritize tasks and manage multiple deadlines.
- Methodical and proactive approach to work.
- Proficient in MS Office (Word, Excel, Outlook).
- Experience in the shipping or chartering sector would be a plus.

If you're looking for a dynamic and international working environment, and you're ready to contribute to a fast-paced team with a hands-on mindset, do not hesitate to apply now to join our team on **recruitment@shipbourne.lu** with reference "Financial-Administrative Assistant".