



## Documentation Officer

### About DP World:

Trade is the lifeblood of the global economy, creating opportunities and improving the quality of life for millions of people around the world. DP World is here to make trade flow better, changing what's possible for the customers and communities we serve globally. With more than 106,500 employees across 73 countries, we are pushing trade further and faster towards a seamless supply chain that's fit for the future. By integrating our physical infrastructure with cutting-edge technology, we create efficient end-to-end solutions, pushing the sector towards better ways to trade, minimizing disruptions from the factory floor to the customer's door.

To support the Finance Department team at Paramaribo there is a placement opportunity for 1 (one) **Documentation Officer**.

### About the Documentation Officer

The Documentation Officer will report to the Billing & Collecting Supervisor.

The main scope of responsibilities involves:

- Handling documentation for customers and Operations.
- Ensuring that the Cashier receives the correct amounts for the local terminal & storage costs from the customers.

### Education, experience, and skills

- At least a bachelor's degree in Economics, Sales, Commerce or equivalent.
- At least 2 years of work experience in a similar position.
- Basic training in sales and customer experience completed.
- Experienced in the use of MS Office applications such as Excel, Word, Outlook and PowerPoint.
- Proficient in English and Dutch, verbally and in writing.
- Good communication skills.
- Works in a disciplined and independent way.
- Works in a reliable and confidential manner.

### Main activities

- Collecting all the local charges & storage costs, based on the information received from the liners.
- Revalidates and monitors the receipt and processing of the local charges & storage cost.
- Responsible for the release of customers cargo in the Terminal Operating System for Operations.
- Notifies customers in a timely manner of outstanding items (notification).
- Supports with the following activities, upon request:
  - Receives & processes all the local charges & storage costs, received from the customer based on the ETA received from the liners.
  - Receives the balance amount from the customers and processes it in the finance system.
  - Prepares and send the proforma invoices for local charges to the customer.
- Archiving of documents and processes the local charges & storage costs, received from the Billing Officer based on the ETA received from the liners, upon request.
- Receives the balance amount from the customers and processes it in the finance system, upon request.
- Reach out to OPS if there are any queries that need to be clarified.

Do you recognize yourself in the profile above? Then respond now! Share your resume with us before the 22<sup>nd</sup> of July 2024 via our email address [PeopleDepartmentPAR@dpworld.com](mailto:PeopleDepartmentPAR@dpworld.com).