



Wilhelmsen Ships Service Polska is a part of Wilhelmsen Maritime Service, a global provider of vessel products, ship management, port services and engineered solutions to the world.

Currently to our DA Centre team in Szczecin we are looking for :

DA Administrator

Miejsce pracy: Szczecin

Main responsibilities

- Responsible for checking and completing final disbursement account based on the pro forma disbursement guidelines, as presented to the Principal:
 - o Updating service lines with amount shown on supplier invoices,
 - o Applying right VAT codes,
 - o Posting all lines,
 - o Obtaining comments from SA Operator on reason for >10% difference on any service lines value in comparison with PDA,
 - o Sending "notification message" to SA Operator with request to confirm correctness of DA issued,
 - o Arranging FDA and documents distribution in accordance with customer requirements which are clearly specified in Vessel' Check List.
- Responsible for ensuring that all internal needs are met for filing and storing of accounts as per both internal and external standards
- Complete the disbursement account within agreed KPIs
- Responsible for ensuring the accuracy of data.
- Monitor/follow-up timely receipt of service provider invoices trough SA Operators'/'Finance'.

Qualifications

- Good command of written and spoken English language.
- Knowledge of Portuguese or/and Spanish will be an advantage.
- High level of accuracy in work.
- Computer literate.
- Ability to resolve problems.
- Systematic and accurate nature.
- Ability to work independently and in the team
- Ability to organise/co-ordinate and strong attention to detail and the ability to multi-task
- Reliable, enthusiastic and professional manner

What we offer:

- International environment
- Competitive salary
- Private medical care
- Multisport card
- Group life insurance
- Other benefits

Zapraszamy do aplikowania, jednocześnie informujemy, że skontaktujemy się z wybranymi kandydatami.

Prosimy o dopisanie następującej klauzuli: "Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w mojej ofercie pracy dla potrzeb niezbędnych do realizacji procesu rekrutacji zgodnie z ustawą z dnia 29 sierpnia 1997 r. o ochronie danych osobowych (Dz. U. z 2002 r. Nr 101, poz. 926, ze zm.)"