



CHINA NAVIGATION



PAYROLL OFFICER

Two thirds of the earth is covered with water...

Makes sense to work for a shipping company...

- Global organisation
- Based in Singapore
- Salary commensurate with skills and experience

About the role

To process the payroll transactions for permanent officers and seafarers under terms contract onboard assigned vessels in a prompt and accurate manner.

Some of the key responsibilities and accountabilities:

- Maintains monthly payroll for SPSM Seafarers and ensures monthly wages are promptly processed and properly disbursed in accordance to their contract terms. This includes processing of balance of wages, allotments, sick wages and claims through Compas (payroll system).
- Checks all Payroll Summary Reports, Master's Cash Statement and Bond Summary and post to SAP.
- Checking and posting of monthly Manning Agency invoices. Ensuring proper cost are billed by the vendors.
- Prepares monthly reconciliation of manning accounts and posts required adjusting entries if needed.
- Manages crew training related accounts, ensuring proper invoicing, posting of journal entries in SAP and calculation of training wages including payment.
- Supporting adhoc administrative duties.

Skills / experience required:

- Diploma and/or 2 years' experience in a relevant field preferred
- Quality focus - attention to details and accuracy
- Good MS Office skills (MS Excel, Word)
- Ability to multi-task, independent and meticulous
- Excellent interpersonal skills to work with all levels of people, forming effective working relationship

TEAMWORK | EXCELLENCE | INTEGRITY | HUMILITY | ENDEAVOUR | CONTINUITY



About us:

The China Navigation Company (CNCo) is the wholly owned deep-sea shipping arm of John Swire & Sons Ltd, a privately held company with a long and distinguished history of trading and operating in the Far East. China Navigation is proud to have provided over 140 years of shipping services, spanning the globe.

The Head office is located in Singapore, with regional offices in the UK, China, Hong Kong, India, Australia, New Zealand and across the Pacific Islands.

China Navigation's Strategic Vision is to be the leading provider of Sustainable Shipping solutions and our Customer's Partner of choice. CNCo owns and operates a modern, industry leading fleet of multipurpose vessels, handysize bulk carriers and bulk trans-loaders. Further, CNCo's orderbook includes additional number of eco-handysize newbuildings. CNCo's other core business activities include liner shipping, dry bulk shipping and bulk logistics.

Application

We offer a competitive package and provide development opportunities to the right candidate. If you believe your skill set would fit into the above requirement, please do send your resume detailing your contact information; education and employment background; current salary and salary expectation to careers@swirecnco.com. We regret that only shortlisted candidates will be contacted.

We are an equal opportunity employer. All applications received will be used exclusively for selection purposes and handled confidentially by authorized personnel only. Your application may also be considered for other suitable positions within the Swire group. (Please indicate clearly on your application if you would not like to be considered for other positions within the group.) Unsuccessful applications will be destroyed after an appropriate time.