About Ocean Network Express (Singapore) Pte Ltd:

Ocean Network Express (ONE) is one of the leading container shipping companies in the world, that comes into market in Apr 2018. ONE has extensive liner network service portfolio across over 100 countries, with a global fleet over 250 vessels, active participation in all major global trade lanes, deployment of the latest IT systems and an extensive terminal ownership portfolio. The company emerged from the legacy of three Japanese liner companies, who have developed high level of service quality and process excellence. ONE is based in Singapore as global headquarters and the holding company located in Tokyo. Regional headquarters in Hong Kong, Singapore, London, Richmond, and Sao Paulo.

Our vision to be a carrier with top-class competitiveness worldwide and we operate our business with our 8 core values in mind. To our customers, we want to service with Quality, Reliability, Innovation and Customer Satisfaction. Internally, we will build an organization that is Lean & Agile, provides Challenge, encourage Teamwork and adopt Best Practices.

For more information on our company, please visit our website https://www.one-line.com/

To cope with our business expansion, we are inviting dynamic and motivated candidates to apply for the following positions:

1) **Assistant Executive/ Executive, Marine Operations**

**Job Responsibilities**

- Plan and prepare pre- and post- arrangements for vessels’ arrival.
- Perform immigration and MPA vessel clearance.
- Submit arrival bayplan, distribute container list and retrieve departure bayplan.
- Collate special cargo/ DG manifest.
- Prepare departure report.
- Perform any other tasks assigned from time to time.

**Job Requirements**

- Candidates with at least a Degree in Maritime Studies or Shipping-related disciplines preferred.
- Candidates with relevant experience are preferred.
- Able and willing to work irregular hours, including late nights, weekends and public holidays, depending on vessel schedule.
- Required to board the assigned vessels.
- Possess good communication and interpersonal skills.
- Able to work under stress and fast-paced environment.
- Proficient in MS Office.

Please note that only shortlisted candidates will be notified. Click [here](https://www.one-line.com/) to apply by 30 April 2020.
2) **Accounts Executive**

**Job Responsibilities**

- Oversee and ensure timely collection of outstanding monies due within terms.
- Responsible for all collections from cash and credit customers, including payment by cash, cheque and bank transfer.
- Facilitate sending of SOA and monitor customer payment status.
- Facilitate the resolution of billing disputes raised by customers with other departments.
- Arrange collection meetings and follow up with Sales on outstanding AR.
- Collaborate with internal and external customers to drive improvements in credit control activities.
- Perform periodic credit review of local customers.
- Assist to prepare credit meeting reports to management.
- Assist in refund in line with company policy.
- Any other duties as assigned.

**Job Requirements**

- Candidate must possess at least a Degree in Accountancy/ Finance, ACCA or equivalent.
- Minimum 1 year of relevant work experience in Accounts Receivables or credit control preferred.
- Good understanding of accounting principles and high level of integrity required.
- Good command of English (both written and spoken) for effective communication.
- Advance MS Excel skills to handle high volume of data for reporting purpose. (e.g Formula Creation, Pivot, Vlookup)
- Organised and possess strong analytical skills with an eye for detail.
- Good time management skills and able to multi-task.
- Self-initiative individual who can work well in a team.

Please note that only shortlisted candidates will be notified. Click [here](#) to apply by 30 April 2020.