

Bookings Officer

“Rare opportunity to join an expanding Global Network ” with:

- * Full-time permanent **Booking Officer** Position available
- * Diverse, inclusive and supportive work environment - Ongoing training provided and career development opportunities
- * Company Values of Integrity, Safety, Excellence & Innovation

If this describes you then let's chat!

- Self-starting, go-getter who loves to get results
- Fun-loving, positive, people person who thrives on relationships
- Versatile, out of the box thinker who enjoys problem solving
- Keen eye for details
- Thrives on working in a fun-loving, office-based team
- Mad skills on the computer
- Life-long learner who learns new systems quickly
- Looking for work - life balance by working in a hybrid role
- **Has the current right to live and work in Australia (*must have*)**

What's on offer?

A fast-paced role with **Nautical Shipping Pty Ltd**, part of the Leeward Group, where you will be aligning yourself with like-minded high performing individuals. This is a collaborative and close-knit team that is thoroughly engaged in the business. You will be led and mentored by a hands-on team that are invested in ensuring that you learn and develop your shipping industry skills, and that your experience is continuously developed. With your success and achievements valued, you will be rewarded for your hard work and dedication.

Here's some of our employee value adds:

- A flexible work environment that emphasizes work/life balance
- A fantastic opportunity to develop your career in the shipping industry
- Great team culture
- Access to our learning academy with over 80,000 courses
- Career pathway planning program to help you hit your career goals
- Extensive Employee Assistance Program
- Social events
- Employee discount program including discounts on everyday needs and memberships
- Employee reward and recognition program
- Top notch remuneration and benefits package

What's the Role?

As an **Booking Officer** you will be involved in:

- A high volume of customer liaison with existing customers
- Investigating and providing timely solutions for customers
- Accept and enter bookings from customer into the EDI.
- Prepare CBF and distribute to nominated external contacts.
- Arrange equipment releases.
- Prepare and distribute weekly sailing schedules
- Provide assistance to Nautical documentation and sales teams, where required
- Ensure all rates are validated in EDI and address any auto rating issues
- Assist with late receivables
- Maintain customer information in EDI Cargo wise. IE Booking, Accounts, Doc contacts etc.
- DG/Cargo and OOG application in LTS

Want to Find Out More?

Website: <https://nauticalshipping.com.au/>

LinkedIn: <https://www.linkedin.com/company/nautical-shipping-pty-ltd/>

LinkedIn: <https://www.linkedin.com/company/leeward-group-pty-ltd/>

Questions: careers@leeward-group.com.au / 07 3180 6310

Please address your application to: People & Culture Coordinator.

****Please note that we ONLY accept applications through the apply button****

Role Type

Hybrid • Permanent • Full-time • Associate

Company Overview

We provide our principals and customers with comprehensive shipping and associated services. We deliver these services with competency and experience, supported by personalised customer service and market leading digital initiatives. The Leeward Group, including Quay Shipping and Nautical Shipping, has decades of combined knowledge and expertise and provides unequalled shipping agency services to our customers. Leeward - Leading the Way.