



Maritime Cargo Services
Freight Forwarding Agents

Come and be part of
a **Winning Team**

Maritime Cargo Services is a Freight Forwarding Company based near Stowmarket. We are looking for a talented candidate to join our professional, small and friendly Accounts team in the following full-time role (Shipping / Logistics experience preferred but not necessary):-
Software knowledge on Sage & evidence of other systems will be essential.

Senior Accounts Administrator

The successful candidate will assist with various relevant Accounts and Administration Tasks:-

Sales Ledger

- Raising Invoices
- Processing Invoices
- Banking & Posting Receipts
- Statements
- Other administrative duties
- Chasing up outstanding debts
- Setting up new clients & maintaining existing customers.

Purchase Ledger

- Passing Invoices
- Processing Invoices
- Processing Payments

Payroll

Knowledge would be required (for cover)

THE CROWN
Stowupland • Suffolk

In Addition

The Crown Stowupland is owned by The Partners of Maritime Cargo Services and the role will include all daily Book Keeping duties (including Payroll) for The Crown.

For any further information please contact:

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