



Invoice Administrator - Fuel Supply Desk (f/m/d)

Lübeck

Founded in 1921, OLDENDORFF CARRIERS combines its history as a German shipowner with the network of one of the world's leading drybulk operators. We currently control some 750 chartered and owned vessels of 67 mio tdw, and we carry around 330 mio tons of raw materials and semi-finished products across the seven seas each year. Our customers can expect 100% performance. All the way.

To strengthen our Bunker Department at our Lübeck office, we are looking for a Working Student. In this role, you will support the team with a variety of administrative tasks and gain practical insight into the day to day operations of the department.

Job Responsibilities

- Reviewing and verifying invoices received from various counterparties, ensuring that all information is accurate and duly evidenced.
- Preparing invoices for payment.
- Checking data across various databases and lists for consistency and accuracy.
- Providing administrative assistance to the bunker managers.
- Maintaining the bunker department's filing system.
- Assisting with data collection from various internal systems.
- Handling general administrative tasks, including preparation and support for presentations and event organisation, etc..
- Verifying accounts and cross-checking figures with bookkeeping.

What You Bring Along

- Ability to work in a motivated, proactive, and independent manner.
- Highly organised working style.
- Ability to carry out tasks efficiently and accurately, meet deadlines, and reliably follow tasks through to completion.
- Self-confident, reliable, and open-minded, with the ability to work effectively in an international environment.
- Willingness to take responsibility for new and diverse administrative tasks within the department.
- Solid skills in MS Excel.
- Fluency in English.

What We Offer

- Our corporate culture is special: relaxed and international, open and traditionally with flat hierarchies.
- Since the very beginning, teamwork and quick decision making have been our success factors. Encouraging our employees to realize their ideas and initiatives is as important to us.

Apply now

Interested?

If you want to know more about who we are: [Oldendorff](#).

Please contact Sophie Meyer in case of questions.

Oldendorff Carriers does not accept paper applications for online postings.