

# We Are Hiring.

**Position:** Shipping Officer - Supply Chain & Operations  
**Location:** Lae & Port Moresby  
**Employment Type:** Full-Time

## Overview:

DuluxGroup PNG is seeking a **Shipping Officer** to join our **Supply Chain & Operations** team in Lae & Port Moresby. This role is ideal for a detail-oriented and proactive individual looking to build a career in shipping, logistics, and supply chain operations.

Reporting to the **Shipping Supervisor**, you will be responsible for coordinating international and domestic shipments, ensuring shipping documentation is accurate and available on time, tracking containers, and supporting the timely processing of logistics-related supplier payments in line with company policies.

## Key Roles & Responsibilities:

- Coordinate and monitor international and domestic shipments
- Check and manage import and customs documentation
- Maintain real-time shipping and container tracking
- Liaise with internal teams and external logistics suppliers
- Support timely payment processing for logistics and shipping accounts
- Ensure no detention or storage costs are incurred

## What You Bring:

- Degree in Business Management (Accounting major preferred) or Grade 12 qualification
- Certificate in clerical or accounting is an advantage
- Strong attention to detail and ability to work under pressure
- Willingness to learn – no prior experience required



## How to Apply

This is a great opportunity to grow your career with a respected organization committed to strong values, collaboration, and operational excellence.

Submit your application, including an updated resume and supporting documents, to:

**The Recruitment Team**  
**People, Culture & Change Department**  
**DuluxGroup PTE LTD**  
**P.O. Box 1105, Lae, 411, Morobe Province**

or

Email: [recruitment@dulux.com.pg](mailto:recruitment@dulux.com.pg)

**Applications close on Friday 08<sup>th</sup> May 2026.**

*Only shortlisted candidates will be contacted for an interview. If you don't hear from us within two weeks after the application closing date, please consider yourself unsuccessful.*