

Administrative Coordinator (Guyana)

Position summary

Provide administrative, billing, accounting, and customer support to the Aerospace team to ensure accurate documentation, smooth daily operations, and timely communication.

Key Responsibilities

- Perform data entry and maintain accurate records for aerospace operations.
- Provide general administrative support incl scheduling, document handling, and workflow coordination.
- Assist with billing tasks: invoice preparation, payment tracking, and basic discrepancy resolution.
- Support accounting activities such as expense tracking, reconciliation, and vendor coordination.
- Handle new customer onboarding, account setup, and initial communication.
- Monitor shared inboxes, triage messages, and escalate urgent items.
- Provide additional support to management including reports, KPI tracking, and operational follow-ups.
- Perform other duties as assigned.

Experience

- Minimum of one (1) to two (2) years of relevant experience in an administrative role.

Education

- Minimum of five (5) CSEC passes, including Mathematics and English Language.
- A Certificate or Diploma in Business Administration, or a related field would be an asset.

Skills & Competencies

- Strong attention to detail
- Good communication and organizational skills
- Ability to manage multiple tasks
- Basic billing/accounting knowledge
- Proficiency with Microsoft Office and standard business systems

An exciting opportunity

We offer you an exciting opportunity to work in a team of motivated and qualified specialists, in a company with a high focus on employees and a unique culture.

Ready to take the next step in your career? Apply now.

Only shortlisted candidates will be contacted.

Blue Water Shipping is an equal opportunity employer and encourages qualified professionals to express their interest.

For this role, visa sponsorship is not available.

What we do – Together we create solutions

Blue Water is a global provider of all logistics services in modern supply chain management. The company was founded in 1972 in Denmark, and today, Blue Water has over 2,700 employees at 80 offices worldwide. Every Blue Water office combines a strong global network with local expertise, and the company operates in various dedicated business segments.