

Finance Assistant

Location: Shanghai

Sector: Logistics

Starting date: ASAP

Job Reference: CDS2025044

ABOUT THE COMPANY

Our client is a dynamic and forward-thinking logistics firm provides end-to-end transportation services across land, air, and sea. With strategic operations in major international hubs, they are committed to delivering reliable and efficient logistics solutions that are tailored to the evolving needs of clients worldwide.

RESPONSIBILITIES

- Review and process incoming invoices accurately and on time.
- Coordinate with internal teams to verify expenses and ensure proper invoice documentation.
- Prepare and submit payments for approved invoices, and provide payment confirmation to vendors.
- Maintain and update the daily list of approved payment applications.
- Collect and organize financial data; file related documents systematically.
- Support the team with other tasks as assigned by the team leader.

REQUIREMENTS

- College degree or above, major in Accounting, Finance, or related field.
- Knowledge of Cargowise and 2-3 years experience.
- Experience in accounts payable or a finance-related role preferred; freight forwarding and logistics experience will be a plus.
- Good at English and skill on computer and MS-Office.
- Good communication skills to work with both internal teams and external vendors.
- Team Spirit, can work under pressure.

APPLICATION

Please send your resume and your motivation letter to:

sh-recruitment@ccifc.org

sc-recruitment@ccifc.org

Mail subject: Your name | Job title - location [Job reference]

Ex. Your name | Finance Assistant - Shanghai [CDS2025044]

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