



Commercial & Administration Officer – Port Moresby

High Arctic Energy Services PNG Ltd is seeking an experienced and motivated **Commercial & Administration Officer** to join our Port Moresby team.

Reporting to the Senior Commercial Administrator, the successful candidate will provide administrative, commercial and operational support across the business, ensuring accurate record keeping, document control, invoicing support and efficient coordination between Commercial, Finance and Operations functions. This role is ideally suited to a highly organised individual with strong attention to detail and the ability to manage multiple priorities in a fast-paced environment.

Key Responsibilities

- Maintain customer, project and operational records, registers and filing systems.
- Provide document control support and ensure records are accurate, current and accessible.
- Prepare invoicing and supporting documentation for review and processing.
- Assist with purchase order management, customer account administration and debtor follow-up.
- Support month-end administration, reporting and reconciliation activities.
- Coordinate job setup, procurement activities and supplier follow-up.
- Assist with travel, accommodation and mobilisation logistics as required.
- Support continuous improvement of administrative processes and systems.
- Provide administrative support to Commercial, Operations and Finance teams.

Experience / Qualifications

- Certificate, Diploma or Degree in Business Administration, Commerce, Accounting or a related discipline.
- Minimum 3 years' experience in administration, commercial administration, finance administration, project administration or operations support.
- Strong proficiency in Microsoft Office Suite, particularly Excel, Word and Outlook.
- Experience using SharePoint, document management systems or business management software.
- Sound understanding of invoicing, purchase orders, billing administration and records management.
- Excellent organisational, communication and stakeholder management skills.
- Strong attention to detail with the ability to manage competing priorities.
- Ability to work independently and maintain confidentiality.
- Experience in the resources, energy, drilling, construction or service industries will be highly regarded.

This is an excellent opportunity to join a dynamic team and contribute to the efficient delivery of commercial and operational services within a leading PNG organisation.

This is a newly created role, offering you the opportunity to show your skills and your desire to achieve. If your experience, skills, qualifications and attributes meet the above nominated specifications, to apply, please send your CV to: jobspng@higharctic.com

Applications Close: Friday, 31st July 2026.

Only shortlisted candidates will be contacted. If you do not hear from us, we thank you for your interest and application.