

Registration Number: C01192020

Ref. Number: MSS-JV/2022/011

Date: 06<sup>th</sup> December 2022

**JOB OPPORTUNITY**

Position Name	Officer – Commercial
No. of Position	1
Worksite / Department	STO Trade Center / 3rd Floor
Salary	<ul style="list-style-type: none"> <li>Net Salary Range: MVR 10,000/- – MVR 12,000/-</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>Assist all customers service activities on sea freight imports.</li> <li>Handling multiple sea freight product (liner / freight forwarding)</li> <li>Informing consignees on shipment arrival information before the shipment reaches to POD.</li> <li>Handling the shipping documents of imports and exports.</li> <li>Communicating with agents to get the documents on time and related correspondence.</li> <li>Invoicing to the import shipments on the given time frame.</li> <li>Finalizing and tallying the agent invoices before the month end.</li> <li>Providing the freight invoices after doing all the adjustments to accounts to do the final payment to agents.</li> <li>Daily tracking of cargos and updating cargo tracking sheet.</li> <li>Attending to any correspondence emails by customers and clients.</li> <li>Following up on pending day to day tasks and ensuring all documents are filed systematically in both physical and electronic means.</li> <li>Ensure being on call beyond working hours to troubleshoot any urgent matter in office.</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>Minimum 3 pass in A' level</li> <li>Minimum 1 years of relevant experience.</li> </ul>
Preferred Requirements	<ul style="list-style-type: none"> <li>The ideal candidate should be detail oriented, possess good communication and organizational skill.</li> <li>Able to work independently and willing to work long hours.</li> <li>Proficient in MS Office.</li> <li>Preferably, candidate must be able to commence work immediately.</li> </ul>

	<ul style="list-style-type: none"><li>• Customer service oriented.</li><li>• Positive working attitude and a good team player.</li></ul>
Deadline	15th December 2022 / 1400hrs
How to Apply	Interested candidates may send their CV and certificates copies to our email <a href="mailto:info@stateshipping.mv">info@stateshipping.mv</a>  For further clarifications you may contact us on +960 3029200.