

Registration Number: C01192020

Ref. Number: MSS-JV_2023_003

Date: 16th January 2023

JOB OPPORTUNITY

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

	<ul style="list-style-type: none">• Customer service oriented.• Positive working attitude and a good team player.
Deadline	23 rd January 2023 / 1400hrs
How to Apply	Interested candidates may send their CV and certificates copies to our email info@stateshipping.mv For further clarifications you may contact us on +960 3029200.