

Registration Number: C01192020

Ref. Number: MSS-JV/2023/019

Date: 14th May 2023

JOB OPPORTUNITY

Position Name	Operations – Officer
No. of Position	1
Worksite / Department	STO Trade Center / 2 nd Floor
Salary	<ul style="list-style-type: none"> Net Salary Range: 13,062.00/- – 20,497.80/-
Job Responsibilities	<ul style="list-style-type: none"> Prepare PDA for agency requests. Overlook and being on call during proceedings of cargo operations for vessels. Prepare FDA once all invoices are received from the authorities. Attending to any correspondence and emails by authorities, customers, agents, and charterers. Following up on pending day-to-day tasks and ensuring all documents are filed systematically both in physical and electronic means. Review, verify and reconcile shipping documents received. Ensure all required vessel documents for arrival, berthing, cargo operations, departure are prepared and submitted to authorities in a timely manner. Work closely with the senior management to oversee daily operations.
Required Qualifications	<ul style="list-style-type: none"> Minimum 3 passes in A' level
Deadline	24 th May 2023/ 1400hrs
How to Apply	<p>Interested candidates may send the following documents to our email info@stateshipping.mv</p> <ol style="list-style-type: none"> Cover letter Copy of ID card Copies of academic certificates CV Copies of reference letter by previous employers <p>For further clarifications you may contact us on +960 3029200.</p>