

Registration Number: C01192020

Ref. Number: MSS-JV/2023/018

Date: 14th May 2023

JOB OPPORTUNITY

Position Name	Customer Service Assistant
No. of Position	1
Worksite / Department	STO Trade Center / 2 nd Floor
Salary	<ul style="list-style-type: none"> Net Salary Range: MVR 10,000.00/- – MVR 12,000.00/-
Job Responsibilities	<ul style="list-style-type: none"> Welcome visitors and attend to their queries in a warm and friendly manner. Respond to queries via email and phone on a day-to-day basis and attend to incoming and outgoing correspondence promptly. Ensure messages are passed to the relevant department and/or person on a timely basis. Maintain records of visitor inquiries and correspondences Listen to visitor complaints and attend to them diligently. Ensure reception area and all common areas of co-workspace are clean and tidy, with stationaries and supplies stocked. Maintain co-workspace security by maintaining visitor logs. Assist in all other administrative tasks related to co-workspace including scheduling meetings, organizing, and filing documents and attending to co-workspace hotline. Perform other work-related duties assigned supervisor
Required Qualifications	<ul style="list-style-type: none"> Minimum 4 passes in O' Level and minimum "C" pass in English and Mathematics in IGCSE or equivalent qualification
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>

