

Ref. Number: MSS-JV/2023/022

Date: 18th May 2023

INTERNSHIP OPPORTUNITY

<p>On the occasion of IMO Women in Maritime Day 2023, we have opened up special internship opportunities targeted at young women interested to develop their careers in the shipping industry as below.</p>	
Position Name	Intern - Commercial
No. of Position	1
Worksite / Department	STO Trade Center / 2 nd Floor
Allowance	<ul style="list-style-type: none"> MVR 200/- per day
Job Responsibilities	<ul style="list-style-type: none"> Assist all customers service activities on sea freight imports. Informing consignees on shipment arrival information before the shipment reaches POD. Handling the shipping documents of imports and exports. Communicating with agents to get the documents on time and related correspondence. Finalizing and tallying the agent invoices before the month end. Daily tracking of cargos and updating cargo tracking sheet. Preparing delivery order documents. 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. Additional tasks assigned by the 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	31 st December 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

10. Copies of reference letter by previous employers

For further clarifications you may contact us on +960 3029200.