

Ref. Number: MSS-JV/2023/023

Date: 18<sup>th</sup> 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 - Documentation
No. of Position	1
Worksite / Department	STO Trade Center / 2 <sup>nd</sup> Floor
Allowance	<ul style="list-style-type: none"> <li>MVR 200/- per day</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>Handle administration of all sea freight imports/exports.</li> <li>Issuing/printing the Company Bill of Lading.</li> <li>Assist in submitting shipping instructions to carriers.</li> <li>Follow-up of documentation requirements with local and overseas clients.</li> <li>Verification of documents and ensure adherence to relevant regulations.</li> <li>Release the bill of lading to customers against the essential documents and payments.</li> <li>Collaborate with team members for smooth operations of the division.</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 the office.</li> <li>Additional tasks assigned by the Supervisor</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>Minimum 4 passes in O' Level and minimum "C" pass in English and Mathematics in IGCSE or equivalent qualification</li> </ul>
Deadline	31 <sup>st</sup> December 2023/ 1400hrs
How to Apply	<p>Interested candidates may send the following documents to our email <a href="mailto:info@stateshipping.mv">info@stateshipping.mv</a></p> <ol style="list-style-type: none"> <li>Cover letter</li> <li>Copy of ID card</li> <li>Copies of academic certificates</li> <li>CV</li> </ol>

15. Copies of reference letter by previous employers

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