

Registration Number: C01192020

Ref. Number: MSS-JV/2023/038

Date: 19th August 2023

JOB OPPORTUNITY

Position Name	Assistant Admin Officer
No. of Position	1
Worksite / Department	STO Trade Center / 2 nd Floor
Salary	<ul style="list-style-type: none"> • Net Salary Range: 10,000.00/- to 16,000.00/- • Health insurance will be provided after probation
Job Responsibilities	<ul style="list-style-type: none"> • Greeting and directing visitors, answering phone inquiries and handling complaints in a courteous, professional manner • Ensuring office supplies are maintained, including checking inventory and working with vendors to always ensure adequate levels of necessary supplies are in stock. • Assist Management to oversee the maintenance and repair of office equipment and facilities. • Prepare and apply documents related to the relevant permits required by the Company and regularly following up to ensure the permits are received in a timely manner. • Maintain entry and dispatch records of company documents. • Forwarding all correspondence, such as letters and packages, to relevant members of the team. • Scheduling meetings and booking conference rooms. • Preparing and formatting documents, reports, and presentations. • Attending to any correspondence and emails by customers, clients, and contractors. • Following up on pending day to day tasks and ensuring all documents are filed systematically both in physical and electronic means. • Ensuring the confidentiality and security of files and filing systems. • 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 O' Level
Deadline	27 th August 2023/ 1400hrs

How to Apply	<p>Interested candidates may send the following documents to our email HRAdmin@stateshipping.mv</p> <ol style="list-style-type: none">1. Cover letter2. Copy of ID card3. Attested copies of academic certificates4. CV5. Copies of reference letter by previous employers <p>For further clarifications you may contact us on +960 3029200.</p>
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