

Registration Number: C01192020

Ref. Number: MSS-JV/2023/039

Date: 27th August 2023

JOB OPPORTUNITY

Position Name	Assistant Accounts Officer
No. of Position	1
Worksite / Department	STO Trade Center / 2 nd Floor
Salary	<ul style="list-style-type: none"> Net Salary Range: MVR 10,936/- – MVR 16,458.40/-
Job Responsibilities	<ul style="list-style-type: none"> Processing invoices Processing requests for expenses Credit management controls Maintenance of cash book Maintaining the procurement and sales ledgers for the company Reconciliation with Banks Raising sales invoices Liaising with third party customers and suppliers Basic administration tasks of the division Collaborate with team members for smooth operations of the division. Additional tasks assigned by the Supervisor. Following up on pending day-to-day tasks and ensuring all documents are filed systematically in both physical and electronic means. Ensure being on call beyond working hours to troubleshoot any urgent matter in office.
Required Qualifications	<ul style="list-style-type: none"> MQA level 04 qualification and above.
Preferred Requirements	<ul style="list-style-type: none"> Minimum 1 year of relevant experience. The ideal candidate should be detail oriented, possess good communication and organizational skills. Able to work independently and willing to work long hours. Proficient in MS Office. Customer service oriented. Positive working attitude and a good team player.
Deadline	30 th August 2023/ 1200hrs
How to Apply	<p>Interested candidates may send the following documents to our email HRAdmin@stateshipping.mv</p> <ol style="list-style-type: none"> Application Form National ID Card Copy

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| | <ol style="list-style-type: none">3. Passport Size Photo4. Curriculum Vitae (CV)5. Attested Educational Certificates6. Reference Letters7. Police Report (06 months valid) |
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For further clarifications you may contact us on +960 3029200.