

Ref. Number: MSS-JV/2024/001

Date: 11<sup>th</sup> January 2024

### JOB OPPORTUNITY

Position Name	Officer – Documentation
No. of Position	1
Worksite / Department	STO Trade Center / 2 <sup>nd</sup> Floor
Salary	<ul style="list-style-type: none"> <li>• Net Salary Range: MVR 11,442.00/- – MVR 13,602.00/-</li> <li>• Health insurance will be provided after probation</li> <li>• Overtime Allowance</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>• Submit 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>• 5 O’Level Pass and 3 A’Level Pass</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Diploma in a related field</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in a related field and 02 Years of Work Experience</li> </ul>



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Preferred Requirements	<ul style="list-style-type: none"> <li>• A strong attention to detail and the ability to think creatively to solve problems.</li> <li>• Strong organizational and time-management abilities</li> <li>• Computer skills with knowledge of MS Office Applications</li> <li>• Excellent verbal and written communication skills in Dhivehi and English</li> <li>• Excellent inter-personal skills and ability to work in a team environment</li> <li>• Should be able to work long hours</li> <li>• Pleasant personality</li> </ul>
Deadline	18 <sup>th</sup> January 2024, 1400hrs
How to Apply	<p>Interested candidates may send the following documents to our email <a href="mailto:HRAdmin@stateshipping.mv">HRAdmin@stateshipping.mv</a>.</p> <ol style="list-style-type: none"> <li>1. Cover letter</li> <li>2. Copy of ID card</li> <li>3. Copies of academic certificates</li> <li>4. CV</li> <li>5. Copies of reference letter by previous employers</li> </ol> <p>For further clarifications you may contact us on +960 3029200.</p>

