

Ref. Number: MSS-JV/2024/002

Date: 11th January 2024

JOB OPPORTUNITY

Position Name	Officer – Operations
No. of Position	1
Worksite / Department	STO Trade Center / 2 nd Floor
Salary	<ul style="list-style-type: none"> • Net Salary Range: MVR 11,442.00/- – MVR 13,602.00/- • Health insurance will be provided after probation • Overtime Allowance
Job Responsibilities	<ul style="list-style-type: none"> • Prepare PDA for agency requests. • Overlook and being on call during proceedings of cargo operations for vessels. • Prepare FDA once all invoices are received from the authorities. • Attending to any correspondence and emails by authorities, customers, agents, and charterers. • Following up on pending day-to-day tasks and ensuring all documents are filed systematically both in physical and electronic means. • Review, verify and reconcile shipping documents received. • Ensure all required vessel documents for arrival, berthing, cargo, operations, departure are prepared and submitted to authorities in a timely manner. • Work closely with the senior management to oversee daily operations.
Required Qualifications	<ul style="list-style-type: none"> • 5 O’Level Pass and 3 A’Level Pass <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Diploma in a related field <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Bachelor's Degree in a related field and 02 Years of Work Experience



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

Maldives State Shipping Company (Pvt) Ltd - A subsidiary of STO