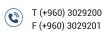


Ref. Number: MSS-JV/2024/006 Date: 31st March 2024

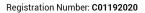
JOB OPPORTUNITY

Position Name	Officer – Commercial
No. of Position	01
Worksite / Department	STO Trade Center / 2 nd Floor
Salary	 Net Salary Range: MVR 11,000/- – MVR 13,000/- (includes basic salary and below mentioned allowances) Attendance Allowance – MVR 100 /- per official working day. Service Allowance – (applicable after the end of probation period) Risk, Hardship & Mobile Allowance Qualification Allowance
Job Responsibilities	 Assist all customers service activities on sea freight imports. Handling multiple sea freight product (liner / freight forwarding) Informing consignees on shipment arrival information before the shipment reaches to POD. Handling the shipping documents of imports and exports. Communicating with agents to get the documents on time and related correspondence. Invoicing to the import shipments on the given time frame. Finalizing and tallying the agent invoices before the month end. Providing the freight invoices after doing all the adjustments to accounts to do the final payment to agents. Daily tracking of cargos and updating cargo tracking sheet. Attending to any correspondence emails by customers and clients. 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	 5 O'Level Pass OR 3 A'Level Pass and 2 years work experience. OR Diploma in a related field
Preferred Requirements	 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	7 th April 2024 // 1400hrs











How to Apply 1. Job letter 2. Copy of ID card 3. Copies of academic certificates 4. CV 5. Copies of reference letter by previous employers 6. Police Report 7. Application Form	How to Apply	Interested candidates may send the following documents to our email <u>HRAdmin@stateshipping.mv</u> .
Incomplete applications will be disqualified.		 Copy of ID card Copies of academic certificates CV Copies of reference letter by previous employers Police Report Application Form





