

Ref. Number: MSS-JV/2024/006

Date: 31<sup>st</sup> March 2024

**JOB OPPORTUNITY**

|                         |   |
|-------------------------|---|
| Position Name           | Officer – Commercial  |
| No. of Position         | 01  |
| Worksite / Department   | STO Trade Center / 2 <sup>nd</sup> Floor  |
| Salary                  | <ul style="list-style-type: none"> <li>• Net Salary Range: MVR 11,000/- – MVR 13,000/- (includes basic salary and below mentioned allowances)</li> <li>• Attendance Allowance – MVR 100 /- per official working day.</li> <li>• Service Allowance – (applicable after the end of probation period)</li> <li>• Risk, Hardship &amp; Mobile Allowance</li> <li>• Qualification Allowance</li> </ul>   |
| Job Responsibilities    | <ul style="list-style-type: none"> <li>• Assist all customers service activities on sea freight imports.</li> <li>• Handling multiple sea freight product (liner / freight forwarding)</li> <li>• Informing consignees on shipment arrival information before the shipment reaches to POD.</li> <li>• Handling the shipping documents of imports and exports.</li> <li>• Communicating with agents to get the documents on time and related correspondence.</li> <li>• Invoicing to the import shipments on the given time frame.</li> <li>• Finalizing and tallying the agent invoices before the month end.</li> <li>• Providing the freight invoices after doing all the adjustments to accounts to do the final payment to agents.</li> <li>• Daily tracking of cargos and updating cargo tracking sheet.</li> <li>• Attending to any correspondence emails by customers and clients.</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 office.</li> </ul> |
| Required Qualifications | <ul style="list-style-type: none"> <li>• 5 O’Level Pass OR 3 A’Level Pass and 2 years work experience.</li> <li>• OR</li> <li>• Diploma in a related field</li> </ul>   |
| Preferred Requirements  | <ul style="list-style-type: none"> <li>• The ideal candidate should be detail oriented, possess good communication and organizational skills.</li> <li>• Able to work independently and willing to work long hours.</li> <li>• Proficient in MS Office.</li> <li>• Customer service oriented.</li> <li>• Positive working attitude and a good team player.</li> </ul>   |
| Deadline                | 7 <sup>th</sup> April 2024 // 1400hrs   |

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



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| 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. Job 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><li>6. Police Report</li><li>7. Application Form</li></ol> <p>Incomplete applications will be disqualified.</p> |
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