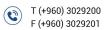


Ref. Number: MSS-JV/2024/007 Date: 31st March 2024

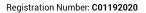
JOB OPPORTUNITY

Position Name	Officer – Operations
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	 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 reconciliate 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	 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











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





