

Ref. Number: MSS-JV/2024/008

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

**JOB OPPORTUNITY**

Position Name	Assistant Officer – Operations
No. of Position	01
Worksite / Department	STO Trade Center / 2nd Floor
Salary	<ul style="list-style-type: none"> <li>• Net Salary Range: Between MVR 10,000/- – MVR 12,000/- (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> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>• Prepare PDA for agency requests.</li> <li>• Overlook and being on call during proceedings of cargo operations for vessels.</li> <li>• Prepare FDA once all invoices are received from the authorities.</li> <li>• Attending to any correspondence and emails by authorities, customers, agents, and charterers.</li> <li>• Following up on pending day-to-day tasks and ensuring all documents are filed systematically both in physical and electronic means.</li> <li>• Review, verify and reconcile shipping documents received.</li> <li>• Ensure all required vessel documents for arrival, berthing, cargo, operations, departure are prepared and submitted to authorities in a timely manner.</li> <li>• Work closely with the senior management to oversee daily operations.</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>• 5 O’Level Pass OR 3 A’Level Pass</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
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>

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