

Ref. Number: MSS-JV/2024/005

Date: 4<sup>th</sup> April 2024

**JOB OPPORTUNITY**

Position Name	Assistant Accounts Officer
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 10,000/- – MVR 12,000/-</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>Processing invoices</li> <li>Processing requests for expenses</li> <li>Credit management controls.</li> <li>Maintenance of cash book</li> <li>Maintaining the procurement and sales ledgers for the company</li> <li>Reconciliation with Banks</li> <li>Raising sales invoices</li> <li>Liaising with third party customers and suppliers</li> <li>Basic administration tasks of the division</li> <li>Collaborate with team members for smooth operations of the division.</li> <li>Additional tasks assigned by the Supervisor.</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</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	11 <sup>th</sup> April 2024 // 1400hrs
How to Apply	<p>Interested candidates may send the following documents to our email <a href="mailto:HRAAdmin@stateshipping.mv">HRAAdmin@stateshipping.mv</a>.</p> <ol style="list-style-type: none"> <li>Job letter</li> <li>Copy of ID card</li> <li>Copies of academic certificates</li> <li>CV</li> <li>Copies of reference letter by previous employers</li> <li>Police Report</li> <li>Application Form</li> </ol> <p>For further clarifications you may contact us on +960 3029200.</p>

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