

JOB OPPORTUNITY

Position Name	Accounts Officer
No. of Position	01
Worksite / Department	STO Trade Center / 2 nd Floor
Salary	<ul style="list-style-type: none"> Net Salary Range: MVR 11,442.00 /- – MVR 13,902.00/-
Job Responsibilities	<ul style="list-style-type: none"> Processing invoices Processing requests for expenses Credit management controls. Maintenance of cash book Maintaining the procurement and sales ledgers for the company Reconciliation with Banks Raising sales invoices Liaising with third party customers and suppliers Basic administration tasks of the division Collaborate with team members for smooth operations of the division. Additional tasks assigned by the Supervisor. 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	<ul style="list-style-type: none"> Diploma with 1 year experience
Preferred Requirements	<ul style="list-style-type: none"> 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	24 th June 2024 // 1400hrs
How to Apply	<p>Interested candidates may send the following documents to our email HRAdmin@stateshipping.mv.</p> <ol style="list-style-type: none"> Job letter Copy of ID card Copies of academic certificates CV Copies of reference letter by previous employers Police Report Application Form <p>For further clarifications you may contact us on +960 3029200.</p>