

Ref. Number: MSS-JV/2024/020

Date: 8th August 2024

JOB OPPORTUNITY

Position Name	Officer – Documentation
No. of Position	1
Worksite / Department	STO Trade Center / 2 nd Floor
Salary	<ul style="list-style-type: none"> • Net Salary Range: MVR 10,000.00/- – MVR 12,000.00/- • Health insurance will be provided after probation • Overtime Allowance
Job Responsibilities	<ul style="list-style-type: none"> • Handle administration of all sea freight imports/exports. • Issuing/printing the Company Bill of Lading. (Exports) • Submit shipping instructions to agents. • Follow up of documentation requirements with local and overseas clients. • Verification of documents and ensure adherence to relevant regulations. • Release the bill of lading / Delivery orders to customers against the essential documents and payments. • Collaborate with team members for smooth operations of the division. • 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. • Additional tasks assigned by the Supervisor. • Any inquires with regards to shipment details should be replied promptly.
Required Qualifications	<ul style="list-style-type: none"> • 5 O’Level Pass and 3 A’Level Pass <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Diploma in a related field

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



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Preferred Requirements	<ul style="list-style-type: none"> • A strong attention to detail and the ability to think creatively to solve problems. • Strong organizational and time-management abilities • Computer skills with knowledge of MS Office Applications • Excellent verbal and written communication skills in Dhivehi and English • Excellent inter-personal skills and ability to work in a team environment • Should be able to work long hours • Pleasant personality
Deadline	15 th August 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"> 1. Cover letter 2. Copy of ID card 3. Copies of academic certificates 4. CV 5. Copies of reference letter by previous employers 6. Application Form <p>For further clarifications you may contact us on +960 3029200.</p>

