

Ref. Number: MSS-JV/2024/020 Date: 8<sup>th</sup> August 2024

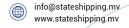
## **JOB OPPORTUNITY**

Position Name	Officer – Documentation
No. of Position	1
Worksite / Department	STO Trade Center / 2 <sup>nd</sup> Floor
Salary	<ul> <li>Net Salary Range: MVR 10,000.00/- – MVR 12,000.00/-</li> <li>Health insurance will be provided after probation</li> <li>Overtime Allowance</li> </ul>
Job Responsibilities	<ul> <li>Handle administration of all sea freight imports/exports.</li> <li>Issuing/printing the Company Bill of Lading. (Exports)</li> <li>Submit shipping instructions to agents.</li> <li>Follow up of documentation requirements with local and overseas clients.</li> <li>Verification of documents and ensure adherence to relevant regulations.</li> <li>Release the bill of lading / Delivery orders to customers against the essential documents and payments.</li> <li>Collaborate with team members for smooth operations of the division.</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> <li>Additional tasks assigned by the Supervisor.</li> <li>Any inquires with regards to shipment details should be replied promptly.</li> </ul>
Required Qualifications	<ul> <li>5 O'Level Pass and 3 A'Level Pass</li> <li>OR</li> <li>Diploma in a related field</li> </ul>

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









Preferred Requirements	<ul> <li>A strong attention to detail and the ability to think creatively to solve problems.</li> <li>Strong organizational and time-management abilities</li> <li>Computer skills with knowledge of MS Office Applications</li> <li>Excellent verbal and written communication skills in Dhivehi and English</li> <li>Excellent inter-personal skills and ability to work in a team environment</li> <li>Should be able to work long hours</li> <li>Pleasant personality</li> </ul>
Deadline	15 <sup>th</sup> August 2024, 1400hrs
How to Apply	Interested candidates may send the following documents to our email HRAdmin@stateshipping.mv.  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  For further clarifications you may contact us on +960 3029200.

