

Ref. Number: MSS-JV/2024/021

Date: 8<sup>th</sup> August 2024

**JOB OPPORTUNITY**

Position Name	Officer – Commercial
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> <li>• Health insurance will be provided after probation</li> <li>• Overtime Allowance</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>• Assist all customer service activities on sea freight imports and Exports.</li> <li>• Handling multiple sea freight products (liner / freight forwarding)</li> <li>• Updating the status of the shipment to the customer / booking party on a timely basis and informing consignees on shipment arrival information before the shipment reaches POD.</li> <li>• Following up with customers on feedback of the quotations provided.</li> <li>• Following up with customers / clients on a timely basis to strengthen the business relationship.</li> <li>• Handling the shipping documents of imports and exports.</li> <li>• Communicating with agents to get the documents on time and related correspondence.</li> <li>• Invoicing to the import shipments on the given time frame.</li> <li>• Providing the freight invoices after making all the adjustments to accounts to do the final payment to agents.</li> <li>• Daily tracking of cargos and updating cargo tracking sheet / software.</li> <li>• Maintaining records of all shipments carried in and out on MSS own services and freight forwarding basis.</li> <li>• Attending to any correspondence emails by customers and clients.</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 the office.</li> <li>• Attending to any additional tasks and responsibilities beyond the regular job duties when requested by the Head of Department (HOD), manager, or immediate supervisor. These additional tasks should be aligned with the company's objectives and deemed essential for achieving the organizational goals.</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>

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



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Deadline	<ul style="list-style-type: none"><li>15<sup>th</sup> August 2024 // 1400hrs</li></ul>
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. Cover 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. Application Form</li></ol> <ul style="list-style-type: none"><li>For further clarifications you may contact us on +960 3029200</li></ul>

