

Ref. Number: MSS-JV/2026/005

 Date: 31st August 2026

JOB OPPORTUNITY

Position Name	Officer – Commercial
No. of Position	1
Worksite / Department	STO Trade Center / 2 nd Floor
Salary	- Net Salary Range: MVR 10,000.00- 12,000.00 - Health insurance will be provided after probation
Job Responsibilities	- Assist all customer service activities on sea freight imports and Exports. - 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. - Following up with customers on feedback of the quotations provided. - Following up with customers / clients on a timely basis to strengthen the business relationship. - Handling the shipping documents of imports and exports. - Communicating with agents to get the documents on time and related correspondence. - Invoicing the import shipments on the given time frame. - Providing the freight invoices after making all the adjustments to accounts to do the final payment to agents. - Daily tracking of cargos and updating cargo tracking sheet / software. - Maintaining records of all shipments carried in and out on MSS own services and freight forwarding basis. - Attending to any correspondence emails by customers and clients. - 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 the office. - 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
Required Qualifications	5 O'Level Pass OR 3 A'Level Pass

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


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Preferred Qualifications	• 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	5 th September 2026 / 1200hrs
How to Apply	Interested candidates may send the following documents to our email careers@stateshipping.mv 1. Cover letter 2. Copy of ID card 3. Copies of academic certificates 4. CV 5. Copies of reference letters from previous employers 6. Police report 7. Application Form For further clarification you may contact us on +960 3029200. Incomplete applications will NOT be accepted.