

Registration Number: C01192020

Ref. Number: MSS-JV/2022/001

Date: 1 March 2022

JOB OPPORTUNITY

Position Name	Assistant Officer - Operations
No. of Position	1
Worksite / Department	STO Trade Center / 3rd Floor
Salary	<ul style="list-style-type: none"> Net Salary Range: MVR 8,000/- – MVR 10,000/-
Job Responsibilities	<ul style="list-style-type: none"> Prepare the documents required for inward/outward clearance of vessels. Prepare reports for the operations of the vessels and present to the senior management. Ensure all required documents for inward/outward clearance of vessels are submitted to the authorities in a timely manner. Assist Management to oversee the maintenance and repair of office equipment and facilities. Review, verify and reconcile shipping documents received. Liaise with different departments to improve performance of vessel operation. Work closely with the senior management to oversee daily operations. Signing delivery notes upon receipt of shipments. Attending to any correspondence and emails by customers, clients, and contractors. Following up on pending day to day tasks and ensuring all documents are filed systematically both in 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"> Minimum 3 pass in A' level
Preferred Requirements	<ul style="list-style-type: none"> Relevant experience will be an added advantage. The ideal candidate should be detail oriented, possess good communication and organizational skill. 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	08 March 2022 / 1400hrs

How to Apply	Interested candidates may send CV and certificates copies to our email info@stateshipping.mv For further clarifications you may contact us on +960 3029200. *Only shortlisted candidates will be contacted for interviews.
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