

Registration Number: C01192020

Ref. Number: MSS-JV/2022/003

Date: 24 March 2022

JOB OPPORTUNITY

Position Name	Assistant Accounts Officer
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"> Processing invoices Processing requests for expenses Credit management controls Maintenance of cash book Maintaining the procurement and sales ledgers for the company Reconciliation with Banks Raising sales invoices Liaising with third party customers and suppliers Basic administration tasks of the division Collaborate with team members for smooth operations of the division Additional tasks assigned by the Supervisor 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.
Required Qualifications	<ul style="list-style-type: none"> MQA level 04 qualification and above.
Preferred Requirements	<ul style="list-style-type: none"> Minimum 1 year of relevant experience. 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	07 April 2022/ 1400hrs
How to Apply	<p>Interested candidates may send CV and certificates copies to our email info@stateshipping.mv</p> <p>For further clarifications you may contact us on +960 3029200.</p> <p>*Only shortlisted candidates will be contacted for interviews.</p>