

Registration Number: C01192020

Ref. Number: MSS-JV/2022/010

Date: 21 August 2022

JOB OPPORTUNITY

Position Name	Senior Officer – Shipping Agency
No. of Position	1
Worksite / Department	STO Trade Center / 3rd Floor
Salary	<ul style="list-style-type: none"> Net Salary Range: MVR 12,000/- – MVR 14,000/-
Job Responsibilities	<ul style="list-style-type: none"> Prepare the documents required for agency appointment, arrival, departure, berthing, and crew change / inspection. Prepare FDA once all invoices are received from authorities. Ensure all required documents for arrival, berthing, departure, and final port DA are submitted to the authorities in a timely manner. Review, verify and reconcile shipping documents received. Liaise with different departments to improve performance of shipping agency. Work closely with the senior management to oversee daily operations. 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"> O level 5 Passes or A level 3 passes
Preferred Requirements	<ul style="list-style-type: none"> 1 year relevant experience in shipping agency service / related field Knowledge in Shipping, Clearing, Freight Forwarding 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	<ul style="list-style-type: none">• 28 August 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>