

Registration Number: C01192020

Ref. Number: MSS-JV/2022/008

Date: 21 August 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"> • Supervisions of MSS operations at Greater Male' region • Monitoring / inspection of MSS equipment on site during operations. • Assisting with allocation of MSS equipment to vessels. • Prepare the documents required for inward/outward clearance of vessels. • Review, verify and reconcile shipping documents received. • Ensure all required documents for inward/outward clearance of vessels are submitted to the authorities in a timely manner. • Follow up on submissions from relevant authorities. • Coordinate/accompany site visits by delegations. • Monitor and supervise MSS activities at Greater Male' region. • Signing delivery notes upon receipt of shipments. • Attending to any correspondence emails by customers and clients. • Liaise with different departments to improve performance of vessel operation. • Follow 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"> • • Minimum 5 O' Level passes.
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. • Preferably, candidate must be able to commence work immediately. • Positive working attitude and a good team player.

Deadline	28 August 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.