

Maldives State Shipping Company Private Limited
Maldives

Job Opportunity

Number: MSS-JV/2021/19
Published Date: 23 Nov 2021
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Deadline: 01 Dec 2021 14:00

Assistant Documentation Officer

Ref. Number: MSS-JV/2021/19

Date:23/11/2021

JOB OPPORTUNITY

Position Name	Assistant Documentation Officer
No. of Position	1
Worksite / Department	STO Trade Center / 3rd Floor
Salary	<ul style="list-style-type: none">Net Salary Range: MVR8,000/- – MVR10,000/-
Job Responsibilities	<ul style="list-style-type: none">Handle administration of all sea freight imports/exports.Issuing/printing the Company Bill of Lading.Submit shipping instructions to carriers.Follow up of documentation requirements with local and overseas clients.Verification of documents and ensure adherence to relevant regulations.Release the bill of lading to customers against the essential documents and paymentsCollaborate with team members for smooth operations of the divisionFollowing 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.Additional tasks assigned by the Supervisor
Required Qualifications	<ul style="list-style-type: none">Minimum 3 pass in A' level
Preferred Requirements	<ul style="list-style-type: none">The ideal candidate should be detail oriented, possess good communication and organizational skill.Able to work independently and willing to work long hours.Fast learner, and adaptableProficient in MS Office.Preferably, candidate must be able to commence work immediately.Positive working attitude and a good team player.

Deadline	01 December 2021/ 1400hrs
How to Apply	Interested candidates may send CV and certificates copies to our email info@stateshipping.mv (mailto:info@stateshipping.mv) For further clarifications you may contact us on +960 3029200.

23 Nov 2021