

## Assistant Officer – Operations

Ref. Number: MSS-JV/2021/18

Date: 30/08/2021

### 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"><li>Net Salary Range: MVR 8,000/- – MVR 10,000/-</li></ul>
Job Responsibilities	<ul style="list-style-type: none"><li>Prepare the documents required for inward/outward clearance of vessels.</li><li>Review, verify and reconcile shipping documents received.</li><li>Ensure all required documents for inward/outward clearance of vessels are submitted to the authorities in a timely manner.</li><li>Follow up on submissions from relevant authorities.</li><li>Coordinate/accompany site visits by delegations.</li><li>Monitor and supervise MSS activities at Greater Male' region.</li><li>Signing delivery notes upon receipt of shipments.</li><li>Attending to any correspondence emails by customers and clients.</li><li>Liaise with different departments to improve performance of vessel operation.</li><li>Follow up on pending day to day tasks and ensuring all documents are filed systematically in both physical and electronic means.</li><li>Ensure being on call beyond working hours to troubleshoot any urgent matter in office.</li></ul>
Required Qualifications	<ul style="list-style-type: none"><li>Minimum O' Level standard.</li></ul>

Preferred Requirements	<ul style="list-style-type: none"><li>• <b>Relevant experience will be an added advantage.</b></li><li>• The ideal candidate should be detail oriented, possess good communication and organizational skill.</li><li>• Able to work independently and willing to work long hours.</li><li>• Proficient in MS Office.</li><li>• Preferably, candidate must be able to commence work immediately.</li><li>• Positive working attitude and a good team player.</li></ul>
Deadline	06 September 2021/ 1400hrs
How to Apply	<p>Interested candidates may send CV and certificates copies to our email <a href="mailto:info@stateshipping.mv">info@stateshipping.mv</a> (mailto: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>

30 Aug 2021