

Registration Number: C01192020

Ref. Number: MSS-JV/2022/002

Date: 1 March 2022

JOB OPPORTUNITY

Position Name	Admin and HR Officer
No. of Position	1
Worksite / Department	STO Trade Center / 3rd Floor
Salary	<ul style="list-style-type: none"> Net Salary Range: MVR 10,000/- – MVR 12,000/-
Job Responsibilities	<ul style="list-style-type: none"> Assisting the HR department with job postings and interviews and preparing documents Greeting and directing visitors, answering phone inquiries and handling complaints in a courteous, professional manner Ensuring office supplies are maintained, including checking inventory and working with vendors to always ensure adequate levels of necessary supplies are in stock. Assist Management to oversee the maintenance and repair of office equipment and facilities. Prepare and apply documents related to the relevant permits required by the Company and regularly following up to ensure the permits are received in a timely manner. Maintain entry and dispatch records of company documents. Forwarding all correspondence, such as letters and packages, to relevant members of the team. Scheduling meetings and booking conference rooms. Preparing and formatting documents, reports, and presentations. 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. Ensuring the confidentiality and security of files and filing systems. Ensure being on call beyond working hours to troubleshoot any urgent matter in office.
Required Qualifications	<ul style="list-style-type: none"> Minimum 3 pass in A' level or a Diploma in a related field
Preferred Requirements	<ul style="list-style-type: none"> Relevant experience and professional qualification will be an added advantage.

	<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.• Proficient in MS Office.• Customer service oriented.• Positive working attitude and a good team player.
Deadline	10 March 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.