

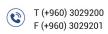
Ref. Number: MSS-JV-2025-017 Date: 11<sup>th</sup> June 2025

## **JOB OPPORTUNITY**

Position Name	Officer – Operations
No. of Position	1
Worksite / Department	STO Trade Center / 2 <sup>nd</sup> Floor
Salary	<ul> <li>Net Salary Range: MVR 11,000.00/- – MVR 12,000.00/-</li> <li>Health insurance will be provided after probation</li> <li>Overtime Allowance</li> </ul>
Job Responsibilities	<ul> <li>Prepare PDA for agency requests.</li> <li>Overlook and being on call during proceedings of cargo operations for vessels.</li> <li>Prepare FDA once all invoices are received from the authorities.</li> <li>Attending to any correspondence and emails by authorities, customers, agents, and charterers.</li> <li>Following up on pending day-to-day tasks and ensuring all documents are filed systematically both in physical and electronic means.</li> <li>Review, verify and reconciliate shipping documents received.</li> <li>Ensure all required vessel documents for arrival, berthing, cargo, operations, departure are prepared and submitted to authorities in a timely manner.</li> <li>Work closely with the senior management to oversee daily operations. Collaborate with team members for smooth operations of the division.</li> <li>Inward and outward clearance</li> <li>Producing passports to Immigration for sign-off and sign-on after completing the paperwork from the agency department.</li> <li>Taking the outward docs to the vessel</li> <li>Attending local transshipment loading and unloading work at port.</li> <li>Local transshipment form completing from concern authorities and from other liners.</li> <li>Prepare the documents required for the agency's appointment, arrival,</li> <li>Additional tasks assigned by the Supervisor.</li> <li>Following 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	5 O'Level Pass OR 3 A'Level Pass

Maldives State Shipping Company (Pvt) Ltd - A subsidiary of STO









Preferred Qualifications	<ul> <li>The ideal candidate should be detail oriented, possess good communication and organizational skills.</li> <li>Able to work independently and willing to work long hours.</li> <li>Proficient in MS Office.</li> <li>Customer service oriented.</li> <li>Positive working attitude and a good team player.</li> </ul>
Deadline	18 <sup>th</sup> June 2025    1400hrs
How to Apply	Interested candidates may send the following documents to our email  HrAdmin@stateshipping.mv  1. Cover letter 2. Copy of ID card 3. Copies of academic certificates 4. CV 5. Copies of reference letter by previous employers 6. Application Form  For further clarification you may contact us on +960 3029200.  Incomplete applications will NOT be accepted.

