

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 style="list-style-type: none"> <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 style="list-style-type: none"> <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 reconcile 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	<ul style="list-style-type: none"> <li>• 5 O'Level Pass OR 3 A'Level Pass</li> </ul>

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


STO Trade Center, 2<sup>nd</sup> Floor, Orchid Magu,  
Male' 20188, Republic of Maldives

T (+960) 3029200  
F (+960) 3029201

info@stateshipping.mv  
www.stateshipping.mv

Preferred Qualifications	<ul style="list-style-type: none"> <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	<p>Interested candidates may send the following documents to our email <a href="mailto:HrAdmin@stateshipping.mv">HrAdmin@stateshipping.mv</a></p> <ol style="list-style-type: none"> <li>1. Cover letter</li> <li>2. Copy of ID card</li> <li>3. Copies of academic certificates</li> <li>4. CV</li> <li>5. Copies of reference letter by previous employers</li> <li>6. Application Form</li> </ol> <p>For further clarification you may contact us on +960 3029200.</p> <p>Incomplete applications will NOT be accepted.</p>