

Ref. Number: MSS-JV/2025/019

Date: 19th June 2025

JOB OPPORTUNITY

Position Name	Officer – Documentation
No. of Position	1
Worksite / Department	STO Trade Center / 2 nd Floor
Salary	<ul style="list-style-type: none"> Net Salary Range: MVR 10,000.00/- – MVR 12,000.00/- Health insurance will be provided after probation Overtime Allowance
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 payments. Collaborate with team members for smooth operations of the division. Following 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 the office. Additional tasks assigned by the Supervisor Additional tasks assigned by the Supervisor. Following 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.
Required Qualifications	<ul style="list-style-type: none"> 5 O'Level Pass and 3 A'Level Pass
Preferred Requirements	<ul style="list-style-type: none"> A strong attention to detail and the ability to think creatively to solve problems. Strong organizational and time-management abilities Computer skills with knowledge of MS Office Applications Excellent verbal and written communication skills in Dhivehi and English Excellent inter-personal skills and ability to work in a team environment Should be able to work long hours Pleasant personality
Deadline	26 th June 2025, 1400hrs

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



STO Trade Center, 2nd Floor, Orchid Magu,
Male' 20188, Republic of Maldives



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info@stateshipping.mv
www.stateshipping.mv

How to Apply	<p>Interested candidates may send the following documents to our email careers@stateshipping.mv.</p> <ol style="list-style-type: none">1. Cover letter2. Copy of ID card3. Copies of academic certificates4. CV5. Copies of reference letters by previous employers6. Application Form <p>For further clarifications you may contact us on +960 3029200.</p> <ul style="list-style-type: none">• Incomplete applications will NOT be accepted.
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