



RECRUITING



We're Recruiting

**Customer Service Executive
& Customer Service Assistant**

02
Positions

Key Responsibilities

- Cargo Manifest submission
- Ensuring all Bills of Landing (B/Ls) are checked in order prior to Manifest Submission
- Worldwide agent communications
- Sending cargo Arrival Notices to the consignee
- Releasing D/O to consignees upon completion of the required formalities
- Preparing freight invoices and following the payments
- Represent the company in local meetings with government authorities

Profile

- Experienced candidates and those with no prior experience are encouraged to apply
- Maldivian nationals only

About Spence Maldives

Spence Maldives (Pvt) Ltd is a trusted name in the freight forwarding industry in Malé, Maldives, with 20 years of industry experience. Backed by a strong global network and local expertise, we deliver reliable, efficient, and end-to-end logistics solutions to meet our customers' evolving needs

Send your CV to

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