

STATE TRADING CORPORATION

SCHEME OF SERVICE

Post	:	Clearing and Forwarding Officer
Code	:	STC 18
Salary	:	Rs 17050 x 325- 17700 x375- 19575 x 475- 21950 x 625 - 23200 x 775- 32500 x 925- 37125 x1225- 38350
Qualifications	:	<ol style="list-style-type: none">1. School Certificate with at least five credits including English, French and Mathematics.2. A post "A" Level Diploma in Commerce, Economics, Marketing or Management.

Or

An alternate equivalent qualification acceptable to the Board

Responsible	:	To the Commercial Manager
Duties	:	<ol style="list-style-type: none">(i) To process Import Permit requirement;(ii) To seek Customs Clearance;(iii) To seek phyto-sanitary Clearance from Authority concerned;(iv) To liaise with Sales and Supplies Division to organize shipping of goods handled by STC to Rodrigues Division;(v) To liaise with Business Development Division on matters pertaining to shipping of goods to exporting countries;(vi) Records keeping;(vii) To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Clearing and Forwarding in the roles ascribed to him/her.

Date:30 April 2018