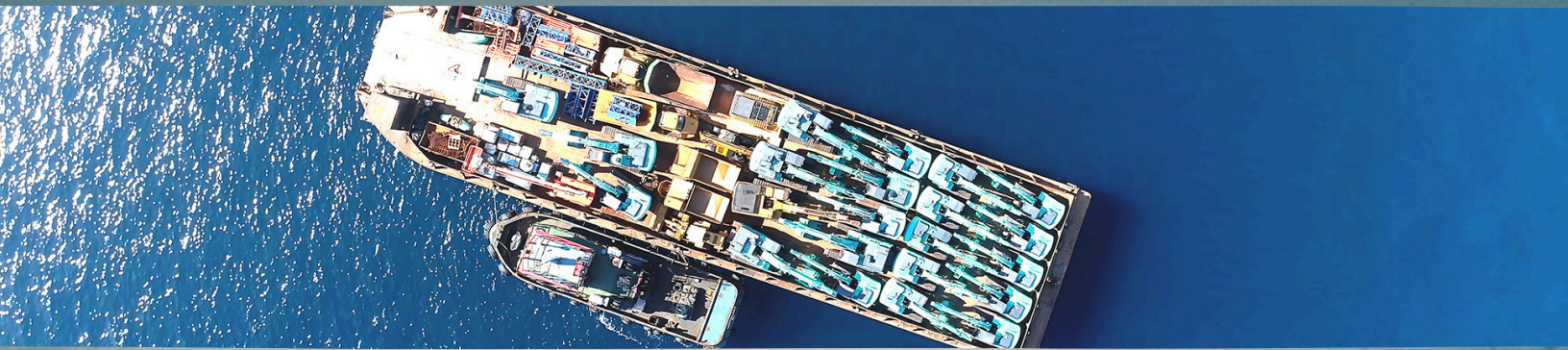




Leo Trading Pvt Ltd is looking for dynamic, highly motivated individuals who are passionate about people and organization development to join our team

OPERATIONS OFFICER

Requirements & Skills:

- Conduct regular site visits to vessels to perform inventory checks, operational assessments, and equipment handovers.
- Monitor, maintain, and accurately record vessel equipment, tools, materials, and supplies to ensure proper inventory control and accountability.
- Identify maintenance and repair requirements and coordinate with relevant teams or service providers to ensure timely resolution.
- Manage routine administrative tasks, operational documentation, records, and reporting related to field activities.
- Facilitate effective communication and coordination between field teams and the office, ensuring timely sharing of operational updates, requirements, and issues.
- Support the smooth and efficient execution of day-to-day field operations in accordance with company procedures and operational requirements.

Salary : Negotiable

We offer a great opportunity to succeed with a company that focuses on career development and growth.

If interested, you can apply through our mail

Application Deadline: 6th Oct 2026

Suitable candidates are invited to send their applications to:

jobs@leotrading.mv

NOTE: Leo Trading PVT LTD does not work with external agencies or WhatsApp groups that charge applicants for registration or security deposits; therefore, please beware of fraudulent recruitment agencies.