بسم الله الرحمن الرحيم

ستەيٹ ٹریڈنگ ٹەنظیمی ڤەرەژەنسی ڤژ

State Trading Organization plc

Registration Number: C-186/2001

Ref. Number: 60-HR/2026/33

Date: 20.01.2026

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	**Intern**
No. of Position	1
Worksite / Department	Greater Male' Area
Salary & Benefits	Net Salary Range: MVR 45 Per Hour
Job Responsibilities	<u>Energy:</u> • Assist with project documentation and file management. • Schedule meetings and coordinate with teams/vendors. • Prepare reports, track progress, and update records. • Support in material tracking, RFQ's. • Assist in day-to-day administrative tasks for the project team. <u>Logistics:</u> • process daily requisition forms and purchase orders • Review requisitions and input them into the system with approval • Verify and approve invoice related to orders • Promote and source environmentally friendly products and vendors • Oversee goods delivery from start to finish • Liaise with stores/operations to confirm timely GR posting in the system • Minimize purchasing risks while maximizing quality and cost benefits • Manage all transport department purchasing without disrupting operations
Required Qualifications	• Completed O' Levels
Preferred Requirements	• Currently pursuing Diploma / Degree in Engineering field • Proficiency in MS Office (Word, Excel, PowerPoint). • Good communication and organizational skills. • Attention to detail and ability to multitask.
Deadline	26th January 2026, 1230hrs
How to Apply	Interested candidates please apply online through our job portal https://sto.mv/career Only shortlisted candidates will be contacted for an interview You can contact us on 3012873