

Number: 60-ADM/2023/359

Date: 25/12/2023

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	Stock Officer
No. of Position	1
Worksite / Department	Medical Warehouse / Medical Services and Pharmacy Management
Salary & Benefits	<ul style="list-style-type: none"> • Net Salary Range: MVR 12,000 – 13,000 • Overtime and extra working days allowance • Health insurance will be provided after probation • Staff privilege program
Job Responsibilities	<ul style="list-style-type: none"> • Billing and ensuring accurate record keeping • Preparing and issuing invoices to credit customers or Pos • Tallying and processing GI and GR requests • Performing stock related work and stock replenishment for customer and warehouse • Ensure adequate record keeping and manage all documentation to maintain inventory control and stock level • Ensuring the timely dispatch of the goods to the appropriate destinations • Receive, unload, picking, packing and shelf supplies • Performing other Administrative tasks assigned
Required Qualifications	<ul style="list-style-type: none"> • 3 passes in O level
Preferred Requirements	<ul style="list-style-type: none"> • Should have knowledge in using Microsoft Office software • Knowledge of relevant product sectors • Good understanding of supply chain procedures
Deadline	31 st December 2023, 1230hrs
How to Apply	<p>Interested candidates please apply online through our job portal https://sto.mv/Career</p> <p>To Process the application, we require necessary documents</p> <p>You can contact us on 3012785</p>