

Number: 60-ADM/2024/133

Date: 06.05.2024

**JOB OPPORTUNITY**

Evolve your career with State Trading Organization Plc.

<b>Position Name</b>	<b>Shift Supervisor</b>
<b>No. of Position</b>	1
<b>Worksite / Department</b>	R. Ungoofaaruu pharmacy/ Medical Services and Pharmacy Management
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>Net Salary Range: MVR 13,000 – 15,000</li> <li>Overtime and extra working days allowance</li> <li>Health insurance will be provided after probation</li> <li>Staff Privilege Program</li> </ul>
<b>Job Responsibilities</b>	<ul style="list-style-type: none"> <li>Supervising and overseeing sales team and daily sales operation making sure it runs smoothly and effectively</li> <li>Arrange and manage attendance and absence of team by ensuring sales operation continues efficiently and attend attendance and absence related requests timely</li> <li>Schedules employee daily shifts and manage time-off requests</li> <li>Monitor racks and shelves, ensure products are well organized, including re-arranging, layout and price tag</li> <li>Monitor inventory levels, expiry and damage items and take necessary action</li> <li>Addresses and resolves customer complaints, handle employee complaints and reports to supervisor</li> <li>Responds quickly and practically to emergencies, crises, or unexpected problems during the shift</li> <li>Keeps supervisor and upper level management apprised of daily operations</li> <li>Ensure of closing daily sales by till settlement and bill consolidation and manage bank deposits as required</li> <li>Transfer products and other objects to and from the worksite as required</li> <li>Ensure store area are clean and organized</li> </ul>

Registration Number: C-186/2001

Required Qualifications	<ul style="list-style-type: none"> <li>Diploma in Business or Sales or in a related in field</li> </ul>
Preferred Requirements	<ul style="list-style-type: none"> <li>Work experience in a related field will be an added advantage</li> <li>Able to work on shift duty and odd hours</li> <li>Working well within a team</li> <li>Ability to multitask</li> <li>Knowledge of relevant product sectors</li> </ul>
Deadline	11 <sup>th</sup> May 2024, 1230hrs
How to Apply	<p>Interested candidates please apply online through our job portal  <a href="https://sto.mv/Career">https://sto.mv/Career</a></p> <p>To Process the application, we require necessary documents</p> <p>You can contact us on 3344179</p>