

Number: 60-ADM/2024/166

Date: 27/05/2024

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 Inspect deliveries for loss or damage and report any such discrepancies to Supervisor 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 Sorting all goods and stacking them appropriately
Required Qualifications	<ul style="list-style-type: none"> Completed Grade 10
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

Registration Number: C-186/2001

Deadline	03 rd June 2024, 1230hrs
How to Apply	Interested candidates please apply online through our job portal https://sto.mv/Career To process the application, we require necessary documents You can contact us on 3344179