

Number: 60-ADM/2024/221

Date: 04/07/2024

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	Sales Officer
No. of Position	1
Worksite / Department	Service Center / STO People Choice and Food Security
Salary & Benefits	<ul style="list-style-type: none"> • Net Salary Range: MVR 11,000 – 12,500 • Overtime and extra working days allowance • Health insurance will be provided after probation • Staff Privilege program
Job Responsibilities	<ul style="list-style-type: none"> • Organizing meetings and setting agendas • Check on the gazette daily for projects • Project-related documentation works • Preparing and submitting documents for bids • Getting all bid-related documents from related departments • Contacting and getting bid documents • Preparing project-related agreement drafts and getting approvals from legal department • Reporting works weekly, monthly, and daily • Managing relationships with internal and external stakeholders • Project follow Up on updates • Billing and payments • Updating and maintaining project records and documentation • Project units and materials order
Required Qualifications	<ul style="list-style-type: none"> • 5 passes in O Level OR C4 in retail setting environment
Preferred Requirements	<ul style="list-style-type: none"> • Experience in a relevant field and should be familiar with Microsoft Office application • Knowledge of relevant product • Excellent communication and interpersonal skill

Registration Number: C-186/2001

	<ul style="list-style-type: none">• Should be able to work long hours
Deadline	09 th July 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 3012767