





Registration Number: C-186/2001

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	 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	 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	• 5 passes in O Level OR C4 in retail setting environment
Preferred Requirements	 Experience in a relevant field and should be familiar with Microsoft Office application Knowledge of relevant product Excellent communication and interpersonal skill

State Trading Organization plc | Boduthakurufaanu Magu, Maafannu, Malé 20345, Republic of Maldives Media Contact | T (+960) 3344 333 Email: info@stornaldives.net

سَتَقَقَ عَدَّوْ حَدَ مَدَمَدِ مَنْ مَرْجَهِ اللَّهُ عَمَّرُوْ حَدَّ وَرَحْهُ وَقَ 20345 مِرْجَهِ وَقَ مَوْهُ عَمَّوْهُمُ إِنَّهُ عَدَامَهُ 334 عَدَوْ اللَّهُ عَمَدُوْ مَرْجَة info@stomaldives.net

www.sto.mv





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	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 <u>https://sto.mv/Career</u>
	To Process the application, we require necessary documents
	You can contact us on 3012767

ب المدالرخم الرحيم

State Trading Organization plc | Boduthakurufaanu Magu, Maafannu, Malé 20345, Republic of Maldives Media Contact | T (+960) 3344 333 Email: info@stornaldives.net ستبطق غائلوش كارتمير قامند روم | 33كرتماتوثان توز، تؤزين ثاغ 20345، مِرْدِرِنْدَهُ جِوِدْ عَمَوْتُوَعُ | وَتَرْ: 333 3344، مِدْمِرْتُ

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