

Number: 60-ADM/2024/230

Date: 11/07/2024

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	<b>Administrative Officer</b>
No. of Position	1
Worksite / Department	Construction Power Mix / Energy and Construction Solutions
Salary & Benefits	<ul style="list-style-type: none"> <li>• Net Salary Range: MVR 11,500 – 13,000</li> <li>• Overtime and extra working days allowance</li> <li>• Health insurance will be provided after probation</li> <li>• Staff Privilege program</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>• Follow order process by collecting ready – mix orders, raising quotations and attend customer inquiries</li> <li>• Coordinate with operations team and assist with order scheduling.</li> <li>• Coordinating with the administration department and ensuring services are received for various ready-mix operations requirements.</li> <li>• Prepare and maintain admin reports, customer data and sales reports.</li> <li>• Monitor materials stock balance and place orders for materials through proper channels.</li> <li>• Attend admin/HR related works of drivers and laborers.</li> <li>• Prepare, maintain and monitor asset list, asset disposals.</li> <li>• Update and maintain customer database.</li> <li>• SAP related works.</li> <li>• General administration works.</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>• 5 passes in O Level</li> </ul>
Preferred Requirements	<ul style="list-style-type: none"> <li>• Should have knowledge in using Microsoft Office Software</li> <li>• Experience in working in an office administrative role</li> </ul>
Deadline	19 <sup>th</sup> July 2024, 1230hrs
How to Apply	<p>Interested candidates please apply online through our job portal <a href="https://sto.mv/careers">https://sto.mv/careers</a></p> <p>To Process the application, we require necessary documents</p> <p>You can contact us on 3012404</p>