

Number: 60-ADM/2024/232

Date: 11/07/2024

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	<b>Stock Officer</b>
No. of Position	1
Worksite / Department	Construction Warehouse / Energy and Construction Solutions
Salary & Benefits	<ul style="list-style-type: none"> <li>• Net Salary Range: MVR 12,000 - 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>• Billing and ensuring accurate record keeping</li> <li>• Preparing and issuing invoices to credit customers or Pos</li> <li>• Tallying and processing GI and GR requests</li> <li>• Inspect deliveries for loss or damage and report any such discrepancies to Supervisor</li> <li>• Performing stock related work and stock replenishment for customer and warehouse</li> <li>• Ensure adequate record keeping and manage all documentation to maintain inventory control and stock level</li> <li>• Ensuring the timely dispatch of the goods to the appropriate destinations</li> <li>• Receive, unload, picking, packing and shelve supplies</li> <li>• Sorting all goods and stacking them appropriately</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>• Completed Grade 10</li> </ul>
Preferred Requirements	<ul style="list-style-type: none"> <li>• Should have knowledge in using Microsoft Office software</li> <li>• Knowledge of relevant product sectors</li> <li>• Good understanding of supply chain procedures</li> </ul>

Registration Number: C-186/2001

Deadline	18 <sup>th</sup> July 2024, 1230hrs
How to Apply	Interested candidates please apply online through our job portal <a href="https://sto.mv/Career">https://sto.mv/Career</a> To process the application, we require necessary documents You can contact us on 3344179