

Number: 60-ADM/2024/267

Date: 11/08/2024

**JOB OPPORTUNITY**

Evolve your career with State Trading Organization Plc.

Position Name	<b>Stock Officer</b>
No. of Position	1
Worksite / Department	Medical Warehouse / Medical Services and Pharmacy Management
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 O'Level</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>
Deadline	15 <sup>th</sup> August 2024, 1230hrs
How to Apply	<p>Interested candidates please apply online through our job portal <a href="https://sto.mv/Career">https://sto.mv/Career</a></p> <p>To process the application, we require necessary documents</p> <p>You can contact us on 3344179</p>