



رِدِبُوُمْر Announcement

Registration Number: C-186/2001

Number: 60-ADM/2024/291

Date: 22/09/2024

## JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	Procurement Officer (6 months contract)
No. of Position	1
Worksite / Department	Head Office / Procurement Department
Salary & Benefits	<ul> <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> <li>Procurement of required goods &amp; service</li> <li>Obtain permits and shipping documents required for importing and clearance of goods</li> <li>Get required delivery costs, update PO schema, and confirm for inbound</li> <li>Find new suppliers, update supplier contact details as and when needed</li> <li>Check and tally purchased items are based on purchase order and do follow-ups</li> <li>Inform delivery schedule and the document instruction to the suppliers or venders</li> <li>Coordinate with relevant sections to process the orders</li> <li>Prepare needed documents for customs clearance</li> <li>Fill custom forms through portal, ensure complete of process upon ASN</li> <li>Attend all the inbounds within the given timeline</li> </ul>
Required Qualifications	2 A'Level passes
Preferred Requirements	<ul> <li>Able to work on odd hours</li> <li>Should have knowledge in using Microsoft Office software</li> <li>Previous experience in Logistics</li> </ul>
Deadline	26 <sup>th</sup> September 2024, 1230hrs
How to Apply	Interested candidates please apply online through our job portal <a href="https://sto.mv/Careers">https://sto.mv/Careers</a> To Process the application, we require necessary documents You can contact us on 3344179