

Number: 60-ADM/2024/326

Date: 24/10/2024

**JOB OPPORTUNITY**

Evolve your career with State Trading Organization Plc.

Position Name	<b>Logistic Officer</b>
No. of Position	1
Worksite / Department	Transport Office / Logistics Department
Salary & Benefits	<ul style="list-style-type: none"> <li>Net Salary Range: 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>Process all arrival and departure clearance of company vessels and other vessels falling under STO agency</li> <li>Draw up all required pre-arrival documents of calling vessels and forward them to the concerned authorities before vessel arrival</li> <li>Draw up port disbursement account of vessels falling under company's agency</li> <li>Assist the admin tasks of technical sections</li> <li>Organize and arrange all purchasing requirements of logistics to continue the operations without interruption</li> <li>Manage, monitor and maintain records of all stores and service requisitions from the initial requisition to the delivery of goods or services</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>Certificate 4 and above in Supply Chain Management or in a Business related field</li> </ul>
Preferred Requirements	<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skill</li> <li>Experience in a relevant field and should be familiar with Microsoft Office applications</li> <li>Should be able to work long hours</li> </ul>
Deadline	31 <sup>st</sup> October 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 3344179</p>