

Ref. Number: 60-HRD/2025/7

Date: 07.01.2025

### JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	<b>Office Assistant (Laborer)</b>
No. of Position	1
Worksite / Department	Fuel DC / Energy
Salary & Benefits	<ul style="list-style-type: none"> <li>Net Salary Range: MVR 10,000 – 11,500</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>Perform various physical duties as assigned</li> <li>Maintain all safety standards</li> <li>Move, secure, install, build, load, or unload materials</li> <li>Performs some specialized tasks which may require on-the job training</li> <li>Effectively use heavy and light equipment, depending on the jobsite/assignment</li> <li>Assist welders, painters and other staffs in the jobs requiring additional manpower</li> <li>Move items from place to place, according to direction from the site supervisor</li> <li>Demonstrate the ability to work alone or in a team</li> <li>Communicate effectively with Supervisors, Operators, and other Maintenance staff</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>Ability to read labels, safety warnings, and guidelines</li> <li>Attentive to detail and alert always to ensure safety</li> <li>Able to receive and follow instructions and communicate with co-workers</li> <li>Basic education or completed grade</li> </ul>
Preferred Requirements	<ul style="list-style-type: none"> <li>Age between 18 to 40 years</li> <li>Must be Willing and able to perform/Comply with the Following:</li> <li>Wear fire retardant clothing and personal protective equipment</li> <li>Work overtime (including weekends, holidays, and rotating shifts) and respond to after-hours callouts</li> <li>Climb, bend, lift, and perform a wide variety of physical activities</li> <li>Work at elevated heights</li> <li>Work in enclosed spaces such as tanks</li> <li>Work safely near large, hot, high-speed machine</li> <li>Work around fuel farm</li> </ul>

Registration Number: C-186/2001

	<ul style="list-style-type: none"><li>• Minimum 3 or more years of relevant experience</li></ul>
Deadline	14 <sup>th</sup> January 2025, 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 3012404