

Ref. Number: 60-HRD/2025/12

Date: 13.01.2025

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	<b>Administrative Officer</b>
No. of Position	1
Worksite / Department	Biomedical Office / Healthcare Solutions
Salary & Benefits	<ul style="list-style-type: none"> <li>Net Salary Range: MVR 11,500 – 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>Arrange and carried out internal purchasing requests required by department and worksite</li> <li>Attend and process petty cash request and monitor petty cash transactions</li> <li>Perform dispatching products and items required by regional sites by coordinating relevant department</li> <li>Process purchase requests for national sourcing products and monitor</li> <li>Arrange inventory items orderly and perform counter work when necessary</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>5 passes in O Level, OR</li> <li>A'Level 3 passes including Dhivehi or Islam, OR</li> <li>MQA certificate level 4 in Office or Business or Management</li> <li>Proven 1 year experience working in an office administrative role</li> </ul>
Preferred Requirements	<ul style="list-style-type: none"> <li>Should have knowledge in using Microsoft Office Software</li> </ul>
Deadline	20 <sup>th</sup> January 2025, 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 3012404</p>