

Ref Number: 60-HRD/2025/90

Date: 25.03.2025

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	Stock Officer
No. of Position	1
Worksite / Department	Construction Warehouse / Construction Solutions
Salary & Benefits	<ul style="list-style-type: none"> • Net Salary Range: MVR 11,500 - 13,000 • Overtime and extra working days allowance • Health insurance will be provided after probation • Staff privilege program
Job Responsibilities	<ul style="list-style-type: none"> • Stock Management: Monitor inventory levels, conduct regular stock checks, and manage replenishments. • Receiving & Storage: Inspect deliveries, ensure proper labeling, stacking, and optimize storage space. • Issuing & Dispatching: Process stock requests, verify quality, and ensure timely dispatch. • Record-Keeping: Maintain accurate stock reports and document all inventory movements. • Stock Audits & Compliance: Perform audits and stock counts, reconcile records, and report discrepancies. • Coordination: Communicate with suppliers, warehouse staff, and management for efficient stock control.
Required Qualifications	<ul style="list-style-type: none"> • 5 Passes in O Level
Preferred Requirements	<ul style="list-style-type: none"> • Proficiency in Microsoft Office, especially MS Excel. • Knowledge of inventory management and stock control processes. • Reliable attendance and availability. • Strong communication skills for effective coordination.
Deadline	4 th April 2025, 1230hrs



How to Apply	Interested candidates please apply online through our job portal https://sto.mv/careers To process the application, we require necessary documents You can contact us on 3012404
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