

Ref. Number: 60-HRD/2025/133

Date: 04<sup>th</sup> May 2025

## JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	<b>Stock Officer</b>
No. of Position	1
Worksite / Department	STO Maafannu Pharmacy / Healthcare Solutions
Salary & Benefits	<ul style="list-style-type: none"> <li>• Net Salary Range: MVR 12,500 – 13,500</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>• Receive and verify incoming shipments of medicines and consumables.</li> <li>• Monitor and log temperature of storage and refrigeration areas.</li> <li>• Ensure proper storage, hygiene, and safety standards are maintained.</li> <li>• Update inventory systems to reflect accurate stock levels.</li> <li>• Pack and dispatch medicines and consumables as per order or prescription.</li> <li>• Generate goods receipts, delivery notes, and stock movement records.</li> <li>• Coordinate with procurement team on shipment follow-ups.</li> <li>• Report any damaged, missing, or excess stock immediately.</li> <li>• Track and manage office supplies and organize filing of documents.</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>• Completed O'levels</li> </ul>
Preferred Requirements	<ul style="list-style-type: none"> <li>• Should have knowledge in using Microsoft Office Software</li> <li>• Knowledge of relevant product sections</li> <li>• Good understanding of supply chain procedures</li> </ul>
Deadline	11 <sup>th</sup> May 2025, 1230hrs
How to Apply	<p>Interested candidates please apply online through our job portal <a href="https://www.sto.mv/careers">https://www.sto.mv/careers</a></p> <p>Only shortlisted candidates will be contacted for an interview</p> <p>You can contact us on 3344245</p>