



State  
Trading  
Organization  
plc

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Registration Number: C-186/2001

Ref. Number: 60-HRD/2025/138

Date: 12.05.2025

## JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	<b>Paralegal</b>
No. of Position	1
Worksite / Department	Head Office/ Corporate Affairs
Salary & Benefits	<ul style="list-style-type: none"><li>• Net Salary Range: MVR 13,500 – 14,500</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>• Manage legal customers and legal cases</li><li>• Drafting claim form and other documents</li><li>• Conduct legal research</li><li>• Coordinate with legal customers and courts</li><li>• Coordinate debt collection</li><li>• Assist Lawyers in legal and other tasks</li><li>• Other legal and administrative works</li></ul>
Required Qualifications	<ul style="list-style-type: none"><li>• A Level 3 Passes or Foundation in Law</li></ul>
Preferred Requirements	<ul style="list-style-type: none"><li>• Should have knowledge in using Microsoft Office package</li><li>• Excellent communication and interpersonal skill</li><li>• Fluent in Dhivehi and English language</li><li>• Should be able to work long hours</li><li>• 1 year of experience in a related field</li><li>• Applicant with a background in law or those currently enrolled in a law degree program will be given priority consideration.</li></ul>
Deadline	19 <sup>th</sup> May 2025, 1230hrs
How to Apply	Interested candidates please apply online through our job portal <a href="https://www.sto.mv/careers">https://www.sto.mv/careers</a> Only shortlisted candidates will be contacted for an interview You can contact us on 3012734