

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	Stock Officer
No. of Position	1
Worksite / Department	Medical Warehouse / Healthcare Solutions
Salary & Benefits	<ul style="list-style-type: none"> • Net Salary Range: MVR 12,000 - 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"> • Billing and ensuring accurate record keeping • Preparing and issuing invoices to credit customers or Pos • Tallying and processing GI and GR requests • Inspect deliveries for loss or damage and report any such discrepancies to Supervisor • Performing stock related work and stock replenishment for customers and warehouse • Ensure adequate record keeping and manage all documentation to maintain inventory control and stock level • Ensuring the timely dispatch of the goods to the appropriate destinations • Receive, unload, picking, packing and shelving supplies • Sorting all goods and stacking them appropriately
Required Qualifications	<ul style="list-style-type: none"> • 5 Passes in Olevel
Preferred Requirements	<ul style="list-style-type: none"> • Should have knowledge in using Microsoft Office software • Knowledge of relevant product sectors • Good understanding of supply chain procedures
Deadline	24 th August 2025, 1230hrs
How to Apply	<p>Interested candidates please apply online through our job portal https://sto.mv/careers</p> <p>Only shortlisted candidates will be contacted for an interview</p> <p>You can contact us on 3012404</p>