

Ref. Number: 60-HR/2025/377

Date: 23.10.2025

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	Intern
No. of Position	1
Worksite / Department	Procurement / Head Office
Salary & Benefits	Net Salary Range: MVR 45 Per Hour
Job Responsibilities	- Attend to the Purchase Requisitions received from Requesting department by sending requests for quotations, preparing evaluations and creating purchase orders - Obtain permits and shipping documents required for importing and clearance of goods - Follow up on orders with suppliers to ensure timely delivery - Coordinate with relevant sections to complete the procurement process
Required Qualifications	Completed A 'levels
Preferred Requirements	- Fluent in speaking and writing in both English and Dhivehi - Working Knowledge of Microsoft Office (Word and Excel) - Able to work long hours
Deadline	29 th October 2025, 1230hrs
How to Apply	Interested candidates please apply online through our job portal https://sto.mv/careers Only shortlisted candidates will be contacted for an interview You can contact us on 3012857