

Number: 60-ADM/2024/67

Date: 14.03.2024

**JOB OPPORTUNITY**

Evolve your career with State Trading Organization Plc.

Position Name	<b>Stock Officer</b>
No. of Position	1
Worksite / Department	Fuel DC / Energy and Construction Solutions
Salary & Benefits	<ul style="list-style-type: none"> <li>• Net Salary Range: MVR 12,000 - 13,000</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>• Billing and ensuring accurate record keeping</li> <li>• Prepare and issuing invoices to credit customers or Pos</li> <li>• Tally and processing GI and GR requests</li> <li>• Inspect deliveries for loss or damage and report any such discrepancies to Supervisor</li> <li>• Perform stock related work and stock replenishment for customer and warehouse</li> <li>• Ensure adequate record keeping and manage all documentation to maintain inventory control and stock level</li> <li>• Ensure the timely dispatch of the goods to the appropriate destinations</li> <li>• Receive, unload, picking, packing and shelf supplies</li> <li>• Sorting all goods and stacking them appropriately</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>• 3 Passes in O'Level</li> </ul>

Registration Number: C-186/2001

Preferred Requirements	<ul style="list-style-type: none"><li>• Should have knowledge in using Microsoft Office software</li><li>• Knowledge of store management</li></ul>
Deadline	20 <sup>th</sup> March 2024, 1230hrs
How to Apply	<p>Interested candidates please apply online through our job portal <a href="https://sto.mv/Career">https://sto.mv/Career</a></p> <p>To process the application, we require necessary documents</p> <p>You can contact us on 3344179</p>