

Number: 60-ADM/2024/111

Date: 14.04.2024

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	Shift Supervisor
No. of Position	1
Worksite / Department	Lh. Naifaru pharmacy/ Medical Services and Pharmacy Management
Salary & Benefits	<ul style="list-style-type: none"> Net Salary Range: MVR 13,000 – 15,000 Overtime and extra working days allowance Health insurance will be provided after probation Staff Privilege Program
Job Responsibilities	<ul style="list-style-type: none"> Supervising and overseeing sales team and daily sales operation making sure it runs smoothly and effectively Arrange and manage attendance and absence of team by ensuring sales operation continues efficiently and attend attendance and absence related requests timely Schedules employee daily shifts and manage time-off requests Monitor racks and shelves, ensure products are well organized, including re-arranging, layout and price tag Monitor inventory levels, expiry and damage items and take necessary action Addresses and resolves customer complaints, handle employee complaints and reports to supervisor Responds quickly and practically to emergencies, crises, or unexpected problems during the shift Keeps supervisor and upper level management apprised of daily operations Ensure of closing daily sales by till settlement and bill consolidation and manage bank deposits as required Transfer products and other objects to and from the worksite as required Ensure store area are clean and organized

Registration Number: C-186/2001

Required Qualifications	<ul style="list-style-type: none"> Diploma in Business or Sales or in a related in field
Preferred Requirements	<ul style="list-style-type: none"> Work experience in a related field will be an added advantage Able to work on shift duty and odd hours Working well within a team Ability to multitask Knowledge of relevant product sectors
Deadline	18 th April 2024, 1230hrs
How to Apply	<p>Interested candidates please apply online through our job portal https://sto.mv/Career</p> <p>To Process the application, we require necessary documents</p> <p>You can contact us on 3012767</p>