

Number: 60-ADM/2024/113

Date: 14.04.2024

**JOB OPPORTUNITY**

Evolve your career with State Trading Organization Plc.

Position Name	<b>Regional Store Manager</b>
No. of Position	1
Worksite / Department	Ga. Vilingili Shop / People's Choice and Food Security
Salary & Benefits	<ul style="list-style-type: none"> <li>• Salary: MVR 15,500 – 17,500</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>• Supervise and oversee sales team and daily sales operation making sure it runs smooth and effectively</li> <li>• Arrange and manage attendance and absence of team by ensuring sales operation continues efficiently and attend attendance and absence related requests timely</li> <li>• Schedules employee daily shifts and manage time-off requests</li> <li>• Monitor racks and shelves, ensure products are well organized, including re-arranging, layout and price tag</li> <li>• Monitor inventory levels, expiry and damage items and take necessary action</li> <li>• Handle and resolve customer complaints and handle employee complaints</li> <li>• Respond quickly and practically to emergencies, crises, or unexpected problems during the shift</li> <li>• Keep supervisor and upper level management apprised of daily operations</li> <li>• Ensure of closing daily sales by till settlement and bill consolidation and manage bank deposits as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Build and promote strong customer relationships and understanding the needs</li> <li>• Maintain outstanding store condition and visual merchandising standards</li> <li>• Ensure store area is clean and organized</li> <li>• Manage unproductive inventory, identify trends and take necessary actions to correct issues</li> <li>• Ensure works are carried in accordance with policies and procedures and compliance with health and safety regulations</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>• Bachelor’s degree in Business, Sales or a related field with 2 years’ experience as leading a team within a retail setting</li> <li>• Diploma in Business, Sales or a related field with 5 years’ experience as leading a team within a retail setting</li> </ul>
Preferred Requirements	<ul style="list-style-type: none"> <li>• Customer service-oriented with in-depth knowledge of basic business management processes</li> <li>• Ability to lead and manage a sales team</li> <li>• Leadership and conflict-management skills</li> <li>• Firm understanding of sales, promotions, trends, retail markets, and merchandising</li> </ul>
Deadline	18 <sup>th</sup> April 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>