

Number: 60-ADM/2023/238

Date: 01/08/2023

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	<b>Store Supervisor</b>
No. of Position	1
Worksite / Department	S.Hulhumeedhoo Shop / STO People's Choice and Food Security
Salary & Benefits	<ul style="list-style-type: none"> <li>• Net Salary Range: MVR 13,000 to 15,000</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>• Supervising and overseeing sales team and daily sales operation making sure it runs smoothly and effectively.</li> <li>• Attending attendance requests timely.</li> <li>• Monitor racks and shelves, ensure products are well organized, including rearranging, layout, and price tag.</li> <li>• Monitor inventory levels, expiry and damage items and take necessary action.</li> <li>• Addresses and resolves customer complaints and handle employee complaints.</li> <li>• Ensure of closing daily sales by till settlement and bill consolidation and manage bank deposits as required.</li> <li>• Validate invoices and should handle any price discrepancies if necessary.</li> <li>• Ensure store area are clean and organized.</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>• Diploma in Business Management or Administration</li> </ul>
Preferred Requirements	<ul style="list-style-type: none"> <li>• Able to work on shift duty and odd hours.</li> <li>• Willing to work hard.</li> <li>• Knowledge of relevant product sectors.</li> </ul>
Deadline	6 <sup>th</sup> August 2023, 1230hrs

Registration Number: C-186/2001

**How to Apply**

Interested candidates please apply online through our job portal <https://sto.mv/Career>  
To Process the application, we require necessary documents  
You can contact us on 3012785