

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	Stock Officer
No. of Position	1
Worksite / Department	Supermarket Warehouse / General Trading
Salary & Benefits	<ul style="list-style-type: none"> Net Salary Range: MVR 12,000 - 13,000 Overtime and extra working days allowance Health insurance will be provided after probation Staff privilege program
Job Responsibilities	<ul style="list-style-type: none"> Billing and ensuring accurate record keeping Preparing and issuing invoices to credit customers or Pos Tallying and processing GI and GR requests Inspect deliveries for loss or damage and report any such discrepancies to Supervisor Performing stock related work and stock replenishment for customers and warehouse Ensure adequate record keeping and manage all documentation to maintain inventory control and stock level Ensuring the timely dispatch of the goods to the appropriate destinations Receive, unload, picking, packing and shelving supplies Sorting all goods and stacking them appropriately
Required Qualifications	<ul style="list-style-type: none"> 4 Pass in O Level include 1 pass in SSC with 2 years of experience OR 3 Pass in A Level include 1 pass HSC with 2 years of experience OR Certificate level 4 in related field with 1 year of experience OR Diploma in related field
Preferred Requirements	<ul style="list-style-type: none"> Should have knowledge in using Microsoft Office software Knowledge of relevant product sectors Good understanding of supply chain procedures
Deadline	4 th January 2026, 1230hrs
How to Apply	<p>Interested candidates please apply online through our job portal https://sto.mv/career Only shortlisted candidates will be contacted for an interview You can contact us on 3012873</p>