

Number: 60-ADM/2023/223

Date: 12/07/2023

## JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	<b>Terminal Officer</b>
No. of Position	01
Worksite / Department	Fuel DC / Energy and Construction Solutions
Salary & Benefits	<ul style="list-style-type: none"> <li>Net Salary Range: MVR 14,000 – 14,500</li> <li>Overtime and extra working days allowance</li> <li>Health insurance will be provided after probation</li> <li>STO staff privilege program</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>Taking meter readings, inspect gauges and tanks</li> <li>Making Delivery notes, Invoices, Movement Reports, Breakdown reports, Updating Daily Sales Report, Billing reports for PO customers, Daily analysis report and emailing all the delivery notes to relevant parties</li> <li>Ensuring that all the goods are received and account for any missing deliveries</li> <li>Monitor the stock movement and arrange replenishments</li> <li>Assisting in refilling cargo (barrels) and arranging transportation for them (including trip cost, PO, and GR)</li> <li>Performing cargo calculations, tallying, and quantity of goods received in the correct units</li> <li>Discussing with superiors and performing calculations prior to berthing to ensure appropriate shore tanks are loaded</li> <li>Checking documentation of the Load Port surveyor upon arrival and checking all tanks by manual ullaging and taking sample to check the quality</li> <li>Following all safety rules and policies on shore and on the ship</li> <li>Ensuring proper procedures of loading and unloading are followed, and checking for any discrepancies</li> </ul>

Registration Number: C-186/2001

	<ul style="list-style-type: none"> <li>Assisting with tank calibration with the surveyor</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>5 Passes in O'Level</li> </ul>
Preferred Requirements	<ul style="list-style-type: none"> <li>Able to work long hours</li> <li>Capable of working in hazardous environments</li> <li>Fluent in Microsoft Office applications</li> </ul>
Deadline	17 <sup>th</sup> July 2023, 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            You can contact us on 3344179</p>