

Number: 60-ADM/2023/256

Date: 16/08/2023

## 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>Supervise and oversee sales team and daily sales operation making sure it runs smoothly and effectively.</li> <li>Attend 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 bill 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	21 <sup>st</sup> August 2023, 1230hrs

Registration Number: C-186/2001

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 3012785</p>
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