

Number: 60-ADM/2023/355

Date: 20/12/2023

## JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	<b>Admin Officer</b>
No. of Position	1
Worksite / Department	Head Office / Administration Department
Salary & Benefits	<ul style="list-style-type: none"> <li>Net Salary Range: MVR 11,500 – 12,500</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>Collect the data required for the internal purchase requests</li> <li>Attend and process internal purchase requests and reservation requests timely</li> <li>Attend and complete the administrative work regarding travel requests</li> <li>Attend process insurance requests and other admin works</li> <li>Dispatch and inventoried admin stock item upon requests</li> <li>Preparation of section reports &amp; proofreading</li> <li>Organize travel for land transportation requests</li> <li>Escort and accompany executives arriving from office trips</li> <li>Arrange accommodation and transport for office trips</li> <li>Dispatch admin stock item upon requests</li> <li>Arrange business cards timely as required</li> <li>Track stocks of office supplies and place orders when necessary and conduct stock audit/count in a timely manner</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>5 O'Level Passes</li> </ul>
Preferred Requirements	<ul style="list-style-type: none"> <li>Should have knowledge in using Microsoft Office software</li> </ul>
Deadline	26 <sup>th</sup> December 2023, 1230hrs
How to Apply	Interested candidates please apply online through our job portal <a href="https://sto.mv/Career">https://sto.mv/Career</a>

Registration Number: C-186/2001

To Process the application, we require necessary documents  
You can contact us on 3344179