بسم الله الرحمن الرحيم

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Announcement

Registration Number: C-186/2001

Number: 60-ADM/2024/286

Date: 17/09/2024

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	**Stock Officer**
No. of Position	1
Worksite / Department	Fuel DC / Energy and Construction Solutions
Salary & Benefits	• 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	• 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 customer 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 shelve supplies • Sorting all goods and stacking them appropriately
Required Qualifications	• Completed O'Level
Preferred Requirements	• Should have knowledge in using Microsoft Office software • Knowledge of relevant product sectors • Good understanding of supply chain procedures
Deadline	24th September 2024, 1230hrs
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 3344179