

Ref. Number: 60-HRD/2025/52

Date: 25.02.2025

**JOB OPPORTUNITY**

Evolve your career with State Trading Organization Plc.

Position Name	<b>Stock Officer</b>
No. of Position	1
Worksite / Department	Medical Warehouse / Healthcare Solutions
Salary & Benefits	<ul style="list-style-type: none"> <li>Net Salary Range: MVR 12,000 - 13,000</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>Coordinating with internal stakeholders and attending to their orders</li> <li>Completing system deliveries and goods receipts</li> <li>Updating relevant logs for order tracking and keeping stakeholders informed</li> <li>Performing stock related work and stock replenishment for customers and warehouse</li> <li>Ensure accurate record keeping and manage all documentation to maintain inventory control and regulatory compliance</li> <li>Ensuring timely delivery of goods to the required destinations</li> <li>Tallying and processing GI and GR requests</li> <li>Receive, unload, picking, packing and shelving supplies</li> <li>Sorting goods and stacking them appropriately</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>Should have knowledge in using Microsoft Office software, especially MS Excel</li> <li>Knowledge of medical products, customers and suppliers</li> <li>Good understanding of supply chain procedures</li> </ul>
Deadline	4 <sup>th</sup> March 2025, 1230hrs
How to Apply	<p>Interested candidates please apply online through our job portal <a href="https://sto.mv/careers">https://sto.mv/careers</a></p> <p>To process the application, we require necessary documents</p> <p>You can contact us on 3012404</p>