

Ref. Number: 60-HRD/2025/94

Date: 25.03.2025

**JOB OPPORTUNITY**

Evolve your career with State Trading Organization Plc.

Position Name	<b>Regional Store Manager</b>
No. of Position	1
Worksite / Department	Ha. Hoarafushi Shop / General Trading
Salary & Benefits	<ul style="list-style-type: none"> <li>• Net Salary Range: MVR 14,500 – 15,500</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>• Supervising and overseeing sales team and daily sales operation making sure it runs smoothly and effectively.</li> <li>• Arrange and manage attendance and absence of team by ensuring sales operation continues efficiently and attendance and absence related requests timely</li> <li>• Schedules for employee daily shifts and management time-off requests</li> <li>• Monitor racks and shelves, ensure products are well organized, including re-arranging, layout and price tag</li> <li>• Monitor inventory levels, expiry and damage items and take necessary action</li> <li>• Handle and resolve customer complaints and handle employee complaints and reports to supervisor</li> <li>• Conduct induction programs for newly joined staff by ensuring they are aware of rules, policy and procedures.</li> <li>• Respond quickly and practically to emergencies, crises, or unexpected problems during the shift.</li> <li>• Keeps supervisor and upper-level management apprised of daily operations</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure of closing daily sales by till settlement and bill consolidation and manage bank deposits as required</li> <li>• Transfer products and other objects to and from the worksite as required</li> <li>• Build and promote strong customer relationships and understanding the needs</li> <li>• Maintain outstanding store condition and visual merchandising standards</li> <li>• Ensure store areas are clean and organized</li> <li>• Ensure work is carried out in accordance with policies and procedures and compliance with health and safety regulations</li> <li>• Manage unproductive inventory, identify trends and take necessary actions to correct issues</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>• Degree in related field with 2 years experience as leading a team within a retail setting</li> <li>• Diploma in related field with 5 years experience as leading a team within a retail setting</li> </ul>
Preferred Requirements	<ul style="list-style-type: none"> <li>• Customer service-oriented with in-depth knowledge of basic business management processes</li> <li>• Ability to lead and manage a sales team</li> <li>• Leadership and conflict-management skills</li> <li>• Firm understanding of sales, promotions, trends, retail markets, and merchandising</li> </ul>
Deadline	4 <sup>th</sup> April 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>