

JOB OPPORTUNITY

State Trading Organization is looking for a young, energetic and dedicated hardworking individual to join our merchandizing team for the following posts:

Post	Credit Officer	Customer Service Officer	Sales Representative
No of positions	4	1	1
Department	Merchandizing – Sales Division	Merchandizing – Sales Division	Merchandizing – Sales Division
Remuneration details	<ul style="list-style-type: none"> • Basic Salary range: Rf 4350 ~ Rf 5100 (Depending on qualification and experience) • Fixed Allowance range: Rf 1350 ~ Rf 1950 • Overtime and extra working days allowance • Technical and Professional Allowance (If eligible) • Health Insurance • STO Provident Fund 	<ul style="list-style-type: none"> • Basic Salary range: Rf 4350 ~ Rf 5100 (Depending on qualification and experience) • Fixed Allowance range: Rf 1350 ~ Rf 1950 • Overtime and extra working days allowance • Technical and Professional Allowance (If eligible) • Health Insurance • STO Provident Fund 	<ul style="list-style-type: none"> • Basic Salary range: Rf 4350 ~ Rf 5100 (Depending on qualification and experience) • Fixed Allowance range: Rf 1350 ~ Rf 1950 • Overtime and extra working days allowance • Technical and Professional Allowance (If eligible) • Health Insurance • STO Provident Fund
Responsibilities	<ul style="list-style-type: none"> • Assists in the implementation of company sale plans as needed • Responsible for sourcing and developing client relationship • Attend to all works related to credit 	<ul style="list-style-type: none"> • Attend to the customers • Process orders, forms, applications and requests • Maintain customer records 	<ul style="list-style-type: none"> • Able to handle cash with total confidence and integrity • Maintain a proper records of cash register • Assists customers in locating specific items

	facilities <ul style="list-style-type: none"> • Generate the relevant report timely 		
Education Qualifications:	<ul style="list-style-type: none"> • A' Level or Higher Qualifications 	<ul style="list-style-type: none"> • A' Level or Higher Qualifications 	<ul style="list-style-type: none"> • A' Level or Higher Qualifications
Other requirement	<ul style="list-style-type: none"> • Good in communication both written and speaking • Computer literate • Self-motivated • Analytical skills • Able to work long hours • Should be able to work with minimum supervision. 	<ul style="list-style-type: none"> • Good in communication both written and speaking • Computer literate • Self-motivated • Analytical skills • Able to work long hours • Should be able to work with minimum supervision. 	<ul style="list-style-type: none"> • Good in communication both written and speaking • Computer literate • Self-motivated • Analytical skills • Able to work long hours • Should be able to work with minimum supervision.

Interested applicants please send us your applications with a complete CV, copies of educational certificates and copy of ID card before **1230hrs on 25th July 2010** to:

State Trading Organization Plc (Head Office), Boduthakurufaanu Magu, Male', Maldives

Tel: 3344273, 3344203 Fax: 3344341

* Application forms will be available from STO Head Office reception:

http://www.stomaldives.com/pdf/job_application_form.pdf

** Only shortlisted candidates will be called for an interview*