Job Description

Job Title: Inventory and Sales Officer

Workplace: H.Gardenia, 1st Floor, Majeedhee Magu, Male'

Number of Vacancies: 1

Key Duties and Responsibilities

- Making and Maintaining accurate inventory records using ERP/Inventory Management Software.
- Monitor stock levels, track usage patterns, and generate stock alerts for reordering.
- Conduct regular physical stock audits and reconcile with system data.
- Prevent overstocking or stockouts by optimizing reorder levels.
- Ensure FIFO/LIFO FIFO ((First-ln, First-Out) and LIFO (Last-In, First-Out)) method is followed as applicable.
- Handle returns, damaged goods, and expired stock documentation.
- Supervise daily Shop operations including receiving, storage, and dispatch.
- Ensure proper stacking, labeling, and segregation of goods.
- Monitor cleanliness, safety, and security of the Shop premises.
- Coordinate with loading/unloading teams and ensure proper documentation.

Requirements and Qualifications

- A Level qualification or Diploma in a related field.
- Minimum 1–2 years of relevant experience.
- Excellent verbal communication and interpersonal skills.
- Self-motivated, patient, responsible, and attentive to detail.
- Strong organizational skills and the ability to work independently.
- Computer literacy and proficiency in Microsoft Office applications.
- Ability to accept feedback and criticism positively.
- Must be able to join immediately.
- Open to local candidates only.

SP-0224/2015
Majeedhee Magu
Male'
Tel No: +960 330 0088

Employment Details

- Working Hours: 9 hours
- Salary: MVR 10,000 – MVR 12,000 per month
- Probation Period: 3 months

How to Apply

Interested applicants are requested to submit the following documents:

-Copy of National ID Card
-Updated CV
-Recent passport-size photograph
-Cover letter
-Educational certificates and relevant documents

Email: hr.admin@svensholding.com

Application Deadline: 30th November 2026

Only shortlisted candidates will be contacted for an interview.

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