

Ref. Number: 60-HR/2026/200

Date: 30.07.2026

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	Intern
No. of Position	5
Worksite / Department	Medical Services Office / Healthcare Solutions
Salary & Benefits	Net Salary: MVR 45 Per Hour
Job Responsibilities	- Review invoices for completeness, accuracy, and supporting documentation prior to dispatch - Prepare and dispatch invoices to customers, departments, and relevant stakeholders through the appropriate channels within the required timelines. - Maintain accurate records of dispatched invoices and ensure proper filing and document management for easy retrieval. - Support the Billing team with data entry and other routine administrative tasks. - Coordinate with internal departments to resolve minor discrepancies or obtain missing information related to invoices. - Prepare billing-related progress reports, status updates, and summaries assigned, ensuring timely and accurate reporting to support the Billing team's operations and decision-making. - Adhere to established billing procedures, internal policies, and confidentiality requirements. - Perform other duties assigned by the Billing Manager.
Required Qualifications	Completed O'levels
Preferred Requirements	- Should be able to travel - Should be able to work odd hours
Deadline	5 th August 2026, 1230hrs
How to Apply	Interested candidates please apply online through our job portal https://sto.mv/careers Only shortlisted candidates will be contacted for an interview You can contact us on 3012857