



M.H.A Private Limited

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Reg. No: C-0142/2013

Job Brief:

We are seeking a highly competent, self-directed, and versatile Merchandising Assistant to work with our retail procurement team, taking initiative and responsibilities of ensuring day to day operations are carried out effectively.

Roles & Responsibilities:

- Maintaining and updating product information in databases and internal systems.
- Creating and organizing purchase orders based on the requirement of retail outlets. and tracking their status.
- Monitoring inventory levels and assisting with stock allocation to retail outlets.
- Inputting product details, pricing, and other relevant data into systems.
- Assisting in conducting inventory counts and resolving discrepancies.
- Generating reports on stock levels, sales performance, and inventory turnover.
- Generating basic reports on sales performance, bestsellers, and slow-moving items.
- Communicating and collaborating with other departments, such as accounts, warehouses, wholesale outlets and HR.
- Preparing various reports for the management, including, inventory reports, and competitive analysis summaries.

Qualifications:

1. Minimum a diploma in accounting or Business Management or equivalent.
2. Experience in a field of accounting, procurement or of similar nature would be an added advantage.
3. Proficient in MS Office (Word, Excel, PowerPoint)
4. Skills in communication, both verbal and written to effectively communicate with vendors and other stake holders.
5. Ability to plan, organize, prioritize time/workload in order to accomplish tasks and meet deadlines.
6. Friendly with modern day workplace technologies.

How to apply:

Application to be submitted with an Expression of Interest through email, with softcopies of below compulsory documents.

1. CV or Resume
2. Educational Certificates with Transcripts and ID Card or Passport
3. At least 1 referral letter.

Please email your application to hr@mha.mv