

<b>Job Title:</b>	Logistics Officer	<b>Work Location:</b>	Greater Malé Region
<b>Division:</b>	Commercial	<b>Employment Type:</b>	Full-time
<b>Deadline:</b>	<b>10<sup>th</sup> May 2026, before 12:00 PM</b>		

**Key Responsibilities**

- Maintain the Warehouse Management System (WMS) or ERP in real-time
- Oversee the receipt of goods (QC checks) and the picking/packing of outgoing orders to ensure zero-defect shipping
- Implement Cycle Counting program to replace or supplement annual "wall-to-wall" physical counts
- Investigate "stock-outs" or overages and provide root-cause analysis to management
- Design and update the warehouse layout (slotting) based on product velocity and seasonality
- Manage relationships with freight forwarders and 3PL (Third Party Logistics) providers
- Ensure all operations comply with local labor and safety laws
- To ensure warehouse associates on the safe use of MHE (Material Handling Equipment) like forklifts and reach trucks
- Monitoring and maintaining the integrity of temperature-sensitive products
- Ensuring high-security storage, strict access control, and meticulous record-keeping for restricted medications as per national laws
- Implementing a strict FEFO (First-Expired, First-Out) protocol
- Ensuring the facility meets Good Distribution Practice and Good Warehousing Practice standards
- Maintaining "clean-room" standards in specific zones to prevent the contamination of medical devices or open-vial products

**Minimum Qualifications and Experience**

- Completion of GCE A-Level/O-Level or equivalent, with a minimum of six (6) to seven (7) years of relevant professional experience.
- Experience in procurement and logistics operations, including sourcing and quotation processes, purchase requisitions and purchase orders, supplier coordination, delivery follow-up, and documentation management

**Salary & Benefits**

- Remuneration between MVR 12,000 – MVR 15,000
- Other benefits governed by applicable laws and the Corporation's policies

**How to Apply:** Interested candidates are invited to submit the following documents via email to [hr@statepharma.mv](mailto:hr@statepharma.mv)

- Updated Curriculum Vitae (CV)
- Copy of National ID Card
- Recent passport-size photograph (soft copy)
- MQA accredited and attested educational certificates
- Experience letters and service records

Please use the subject line: **Application for Logistics Officer**

Incomplete applications and applications received after the deadline will not be accepted.

For queries, please contact Human Resources at [hr@statepharma.mv](mailto:hr@statepharma.mv)