

<b>Job Title:</b>	Senior Operations Officer (5 Positions)	<b>Work Location:</b>	Greater Malé Region
<b>Division:</b>	Commercial	<b>Employment Type:</b>	Full-time
<b>Deadline:</b>	<b>17<sup>th</sup> June 2026, before 12:00 PM</b>		

**Key Responsibilities**

- Coordinate commercial operational workflows, including order processing, stock allocation, warehouse dispatch, distribution, and pharmacy replenishment activities.
- Monitor operational performance across warehouse, commercial, and pharmacy functions to ensure smooth service delivery.
- Facilitate coordination between procurement, warehouse, logistics, pharmacy, and finance teams for effective operational alignment.
- Ensure accuracy and consistency of operational and inventory data used for reporting and decision-making.
- Monitor inventory levels across warehouse and pharmacies to support availability and reduce stock issues.
- Prepare operational reports and summaries for management review on key trends and performance indicators.
- Ensure adherence to internal SOPs, policies, and regulatory requirements in pharmaceutical supply operations.
- Identify operational gaps and support process improvements to enhance efficiency and service delivery.

**Minimum Qualifications and Experience**

- Bachelor’s Degree (MQA Level 7 or 8) in Business Administration, Supply Chain Management, or a related discipline, with a minimum one (1) to two (2) years of relevant professional experience;  
OR
- Diploma (MQA Level 5 or 6) in Business Administration, Supply Chain Management, or a related discipline, with minimum three (3) to four (4) years of relevant professional experience.
- Demonstrated experience in coordinating cross-functional operational activities to ensure efficient workflow execution, service delivery, and adherence to organizational procedures and timelines.

**Salary & Benefits**

- Remuneration between MVR 19,000 – MVR 20,200 based on qualifications and experience
- 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 Senior Operations 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)