

<b>Job Title:</b>	Intern (15 Positions)	<b>Work Location:</b>	Hulhumalé & Male'
<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**

- Assist in day-to-day administrative and operational activities of the department.
- Maintain and update customer databases, sales records, and product information.
- Perform administrative duties such as data entry, filing, document management, and record keeping.
- Assist with inventory tracking and monitoring product availability and distribution activities.
- Assist with restocking medicines by arranging and placing products in designated shelves.
- Ensure medicines are properly stored according to guidelines.
- Prepare basic reports, summaries, and presentations as instructed by the supervisor.
- Support coordination of internal communications between departments and team members.
- Handle routine clerical tasks such as photocopying, scanning, printing, and document sorting.
- Undertake other tasks and projects assigned by the supervisor.

**Minimum Qualifications and Experience**

- Completion of GCE A-Level or equivalent, with basic proficiency in Microsoft Office.  
OR
- Completion of GCE O-Level or equivalent, with basic proficiency in Microsoft office.
- Basic understanding of general administrative and operational tasks.

**Salary & Benefits**

- Remuneration: Daily allowance of MVR 265 per working day.
- 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 [careers@statepharma.mv](mailto:careers@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 Intern**

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

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