

Job Title:	Operations Officer (3 Positions)	Work Location:	Greater Malé Region
Division:	Commercial	Employment Type:	Full-time
Deadline:	28th June 2026, before 12:00 PM		

Key Responsibilities

- Assist with daily operational activities to ensure the efficient procurement, storage, and distribution of pharmaceutical products and medical supplies.
- Monitor inventory levels and work closely with warehouse and procurement teams to maintain adequate stock and prevent shortages or overstocking.
- Support inventory reconciliation, stock verification, and periodic audits to ensure inventory accuracy.
- Assist in identifying operational issues and escalate or coordinate with relevant teams to support timely corrective actions and minimize service disruptions.
- Monitor inventory levels across warehouses and pharmacies to support availability and reduce stock issues.
- Support the preparation of routine operational reports (daily, weekly, and monthly), including basic updates on inventory levels, order processing, and stock movements.
- Assist in implementing and maintaining standard operating procedures (SOPs) for operational activities.
- Perform any other operational duties assigned by the supervisor or management to support the organization's objectives.

Minimum Qualifications and Experience

- Diploma (MQA Level 5 or Level 6) in Business Administration, Supply Chain Management, Pharmacy Management, or a related discipline, with a minimum of two (2) to three (3) years of relevant experience in operations, administrative support, logistics coordination, or pharmaceutical/healthcare office functions;
- OR**
- Completion of GCE A-Level or equivalent qualification, with a minimum of four (4) to five (5) years of relevant work experience in operations, administrative support, logistics coordination, or pharmaceutical/healthcare-related office functions;
 - Demonstrated experience in coordinating cross-functional activities to ensure operational efficiency, timely completion of tasks, and adherence to internal processes and standards.

Salary & Benefits

- Remuneration between MVR 13,000 – MVR 14,000 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 careers@statepharma.mv

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

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

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

For queries, please contact Human Resources at careers@statepharma.mv