

Job Title:	Shift Supervisor	Work Location:	Greater Malé Region
Division:	Commercial	Employment Type:	Full-time
Deadline:	08th July 2026, before 12:00 PM		

Key Responsibilities

- Oversee and manage all shift operations of the StatePharma Portal, ensuring smooth workflow across pharmacy support, warehouse coordination, inventory control, and customer service activities.
- Supervise on-duty staff during assigned shifts, ensuring tasks are completed accurately, efficiently, and in compliance with standard operating procedures.
- Monitor stock movements, expiry management, and inventory accuracy while coordinating with relevant teams to resolve discrepancies during shift operations.
- Ensure timely processing and fulfilment of prescriptions, orders, and distribution requests in line with operational requirements and service standards.
- Monitor and maintain service quality during shifts, ensuring timely response to customer and pharmacy-related requests and escalation of issues when required.
- Provide pharmacy support by assisting in medication order processing, stock allocation, and ensuring timely availability of required pharmaceutical products.
- Ensure compliance with pharmaceutical regulations, internal policies, safety standards, and documentation requirements across all shift activities.
- Prepare shift reports, record operational issues, and communicate handover updates to ensure continuity between shifts and support overall operational efficiency.

Minimum Qualifications and Experience

- Diploma (MQA Level 5 or 6) in Pharmacy, Healthcare Management or a related field with two (2) to four (4) years of relevant professional experience.
OR
- Certificate (MQA Level 4 or 5) in Pharmacy or a related discipline, with a minimum of two (2) to three (3) years of relevant professional experience.
- Strong knowledge of pharmaceutical operations and regulatory compliance.

Salary & Benefits

- Remuneration of MVR 15,300
- 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 Shift Supervisor**

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

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