

Job Title:	Stock Officer	Work Location:	Greater Malé Region
Division:	Commercial	Employment Type:	Full-time
Deadline:	10th August before 12:00 PM		

Key Responsibilities

- Receive, inspect, and record incoming pharmaceutical products and medical supplies in accordance with established procedures.
- Ensure proper storage and organization of stock under required conditions and in designated warehouse locations.
- Maintain accurate inventory records and update stock movements, including receipts, issues, and returns.
- Monitor stock levels and report discrepancies, shortages, or expired items to the relevant personnel.
- Prepare and issue stock for distribution to pharmacies and other units based on approved requests.
- Conduct regular stock checks and assist in inventory verification and reconciliation activities.
- Ensure compliance with company policies, SOPs, and regulatory requirements related to storage and handling of pharmaceutical products.

Minimum Qualifications and Experience

- Diploma (MQA Level 5 or 6) in Supply Chain Management, Business Administration, or a related discipline, with a minimum of two (2) to three (3) years of relevant experience in warehouse, inventory, or stock control functions.
- Completion of GCE A-Level or equivalent, with a minimum of three (3) to four (4) years of relevant work experience in Business Administration, Supply Chain Management.
- Demonstrated experience in supporting stock control operations, including stock reconciliation, verification of stock movements, and support for inventory audits and compliance processes.

Salary & Benefits

- Remuneration of MVR 13,000
- 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 careers@statepharma.mv

- | | |
|---|--|
| • 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 Stock Officer**

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

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