

Job Title:	Inventory Officer	Work Location:	Malé
Division:	Commercial	Employment Type:	Full-time
Deadline:	10th August 2026, before 12:00 PM		

Key Responsibilities

- Maintain accurate inventory records by processing stock receipts, issues, transfers, and adjustments in accordance with established procedures.
- Monitor inventory levels and report low stock, excess stock, or discrepancies to the supervisor for timely action.
- Assist in coordinating the movement of stock between warehouse, procurement, and distribution functions to support operational requirements.
- Prepare routine inventory reports and maintain records to support inventory monitoring and stock control activities.
- Ensure proper stock rotation and storage practices are followed in line with FEFO/FIFO principles and required storage conditions.
- Identify and report damaged, expired stock, ensuring it is segregated in accordance with established procedures.
- Assist in maintaining inventory accuracy through regular reconciliation of physical stock against system records.
- Perform any other duties assigned by the supervisor or management as required.

Minimum Qualifications and Experience

- Diploma (MQA Level 5 or 6) in Business Administration, Supply Chain Management or a related discipline, with a minimum of two (2) to three (3) years of relevant experience
OR
- Completion of GCE A-Level or equivalent, with a minimum of four (4) to five (5) years of relevant work experience in Business Administration, Supply Chain Management.
- Demonstrated experience in inventory management and warehouse operations, including stock control, storage systems, and distribution 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

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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 Inventory Officer**

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

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