

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

Key Responsibilities

- Monitor and process orders received through the DigiPharma platform.
- Coordinate with pharmacies and warehouses to confirm medicine availability.
- Ensure DigiPharma orders are accurately picked, packed, labelled, and dispatched.
- Coordinate deliveries and monitor order status until successful completion.
- Update inventory and order statuses in the system in real time.
- Resolve delayed, incomplete, cancelled, or incorrectly fulfilled orders.
- Maintain proof-of-dispatch and proof-of-delivery records.
- Ensure temperature-controlled transportation for cold-chain medicines.
- Protect prescription and customer information throughout the fulfilment process.
- Prepare reports on order volumes, delivery times, failed deliveries, and stock availability.

Minimum Qualifications and Experience

- Diploma (MQA Level 5 or 6) in Supply Chain Management, Business Administration, or a related discipline, with a minimum of four (4) to five (5) years of relevant experience.
- 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 logistics operations, including coordinating stock movements, monitoring inventory flow, and maintaining accurate records to support efficient supply chain operations.

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 Logistics Officer**

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

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