

Job Title:	Administrative Officer (2 Positions)	Work Location:	Greater Malé Region
Division:	Commercial	Employment Type:	Full-time
Deadline:	13th August 2026, before 12:00 PM		

Key Responsibilities

- Provide administrative support for the daily operations of DigiPharma.
- Prepare official correspondence, reports, meeting minutes, schedules, and other administrative documents.
- Monitor pending administrative matters and follow up with the relevant departments to ensure timely completion
- Assist in handling customer inquiries and complaints, and refer technical, pharmaceutical, or operational matters to the appropriate personnel.
- Maintain organized electronic and physical filing systems for DigiPharma documents and records.
- Ensure confidentiality and proper handling of customer, prescription, and operational information in accordance with company policies and applicable regulations.
- Support management in implementing administrative procedures and improving the efficiency of DigiPharma operations.
- Perform other administrative and operational duties assigned by the supervisor.

Minimum Qualifications and Experience

- Diploma (MQA Level 5 or 6) in Business Administration, Office Management or a related discipline, with a minimum of two (2) to three (3) years of relevant experience.
- Completion of GCE A-Level or equivalent, with a minimum of three (3) to four (4) years of relevant professional experience.
- Demonstrated experience in general administration, office operations, and coordination of administrative activities.

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 Administrative Officer**

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

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