

Job Title:	Supervisor, Sales	Work Location:	Greater Malé Region
Division:	Commercial	Employment Type:	Full-time
Deadline:	23rd August 2026, before 12:00 PM		

Key Responsibilities

- Review approved Sales orders released to the warehouse and establish daily processing priorities.
- Confirm customer, Sales order number, delivery destination, product, quantity and relevant approval status before processing.
- Verify that completed orders are correctly identified, packed, labelled, and supported by the required delivery documentation.
- Maintain SO processing registers, discrepancy notes, completion of evidence, and audit-ready supporting records.
- Allocate orders to Stock Officers according to workload, urgency, delivery requirement, and product handling needs.
- Confirm order number, customer/destination, box count and special handling requirements at handover.
- Maintain SO processing registers, discrepancy notes, completion of evidence, and audit-ready supporting records.
- Ensure returned, damaged, expired or recalled stock is received, segregated, and documented.
- Support investigations relating to shortages, incorrect supply, customer claims, returns, and delivery discrepancies.

Minimum Qualifications and Experience

- Bachelor's Degree (MQA Level 7 or 8) in supply chain management, logistics, business, sales operations with two (2) to four (4) years of relevant professional experience.
- OR
- Diploma (MQA Level 5 or 6) in supply chain management, logistics, business, sales operations with two (2) to three (3) years of relevant professional experience.
- Strong knowledge of sales order processing, picking/packing controls, and delivery documentation.

Salary & Benefits

- Remuneration of MVR 19,600
- 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 Supervisor, Sales**

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

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