

Job Title:	Stock Assistant	Work Location:	Greater Malé Region
Division:	Commercial	Employment Type:	Full-time
Deadline:	31st August 2026, before 12:00 PM		

Key Responsibilities

- Receive, inspect, and store pharmaceutical products and medical supplies accurately and efficiently in accordance with company procedures and storage requirements.
- Maintain inventory records by updating stock movements, monitoring stock levels, and reporting shortages, discrepancies, damaged, or near-expiry items.
- Ensure proper storage, handling, and rotation of stock by adhering to First Expiry First Out (FEFO) and First In First Out (FIFO) principles.
- Coordinate with warehouse, procurement, and other relevant departments to facilitate the timely receipt and issuance of pharmaceutical products and medical supplies.
- Ensure compliance with company policies, regulatory requirements, quality standards, and Good Distribution Practices (GDP) in all stock handling and warehouse activities.
- Assist in conducting routine stock counts, cycle counts, and annual inventory exercises, and support investigations relating to stock discrepancies.
- Prepare and maintain stock-related documentation and reports, monitor inventory performance, and recommend improvements to enhance inventory accuracy and operational efficiency.

Minimum Qualifications and Experience

- Completion of GCE O-level or equivalent qualification, with a minimum of two (2) to three (3) years of relevant experience
- Previous experience as a Stock Assistant will be an added advantage
- Basic knowledge of stock handling, inventory control, and warehouse operations, with strong attention to accuracy and detail.

Salary & Benefits

- Remuneration of MVR 10,500
- 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 Stock Assistant**

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

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