

Job Title:	Delivery Officer (3 Positions)	Work Location:	Greater Malé Region
Division:	Commercial	Employment Type:	Full-time
Deadline:	31st August 2026, before 12:00 PM		

Key Responsibilities

- Collect pharmaceutical products, medical supplies, medical devices, and related documentation from warehouses, distribution centers, suppliers, or designated collection points.
- Verify all pharmaceutical products and medical supplies against invoices, delivery notes, manifests, and purchase orders before dispatch.
- Maintain accurate records of deliveries, collections, returns, proof of delivery, and customer acknowledgments.
- Ensure products are stored and transported under appropriate environmental conditions, including temperature and humidity controls where required.
- Comply with all applicable pharmaceutical regulations, company policies, and health and safety requirements.
- Address routine delivery-related inquiries and escalate complaints, product concerns, or service issues to the appropriate department.
- Communicate delivery schedules, delays, and estimated arrival times as required.

Minimum Qualifications and Experience

- Completion of GCE O-Level or equivalent, with a minimum of three (3) to four (4) years of relevant professional experience.
- 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.
- Possession of a valid driving license will be considered an added advantage.
- Demonstrated experience in delivery or logistics operations, including handling and transportation of goods, delivery documentation, and adherence to operational and safety procedures.

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 Delivery Officer**

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

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