

Job Title:	Operations Officer (3 Positions)	Work Location:	Greater Malé Region
Division:	Commercial	Employment Type:	Full-time
Deadline:	3rd September 2026, before 12:00 PM		

Key Responsibilities

- Perform general administrative duties to support pharmacy operations.
- Coordinate and process pharmacy insurance-related matters and documentation.
- Manage pharmacy stationery requirements by receiving, maintaining, and processing orders, and arranging distribution to the respective pharmacies.
- Monitor the condition of pharmacy assets, including air conditioners, and coordinate maintenance and repairs when required.
- Liaise with relevant parties to arrange waste management services for pharmacies.
- Coordinate and monitor medicine disposal activities for Greater Malé pharmacies in accordance with regulatory requirements.
- Handle relocation and official trip requests from pharmacies, including coordinating the necessary approvals and logistics.
- Maintain records of operational activities, assets, and service requests.
- Coordinate with internal departments and external service providers to ensure timely completion of operational requirements.
- Perform any other operational duties assigned by the supervisor.

Minimum Qualifications and Experience

- Diploma (MQA Level 5 or Level 6) in Business Administration, Supply Chain Management, Pharmacy Management, or a related discipline, with a minimum of two (2) to three (3) years of relevant experience in operations, administrative support, or pharmaceutical/healthcare office functions;
- OR**
- Completion of GCE A-Level or equivalent qualification, with a minimum of four (4) to five (5) years of relevant work experience in operations, administrative support, or pharmaceutical/healthcare-related office functions;
 - Demonstrated experience in coordinating cross-functional activities to ensure operational efficiency, timely completion of tasks, and adherence to internal processes and standards.

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 Operations Officer**

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

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