

Job Title:	Assistant Manager, Warehouse	Work Location:	Greater Malé Region
Division:	Commercial	Employment Type:	Full-time
Deadline:	14th September 2026, before 12:00 PM		

Key Responsibilities

- Manage the daily warehouse operations, ensuring the efficient receipt, storage, inventory control, and dispatch of pharmaceutical products in compliance with policies and regulatory requirements.
- Oversee inventory control activities, ensuring accurate stock records, optimal stock levels, timely stock replenishment, and regular stock reconciliation to maintain inventory accuracy.
- Ensure all pharmaceutical products are stored, handled, and distributed in accordance with Good Distribution Practices (GDP), manufacturer requirements, and other applicable regulatory standards.
- Lead, supervise, and develop warehouse personnel by allocating work, monitoring performance, providing coaching, and ensuring productivity and adherence to operational procedures.
- Liaise with Procurement, Sales, Distribution, Quality Assurance, and other departments to ensure timely product availability, efficient order fulfilment, and smooth operational workflow.
- Monitor warehouse performance through key performance indicators (KPIs), identify operational improvements, optimize warehouse processes, and implement initiatives to enhance efficiency, accuracy, and service delivery.

Minimum Qualifications and Experience

- Bachelor's Degree (MQA Level 7 or 8) in Supply Chain Management, Business Administration, Pharmacy, or a related discipline, with a minimum of two (2) to three (3) years of relevant experience in inventory management and pharmaceutical product handling.
OR
- Diploma (MQA Level 5 or 6) in Supply Chain Management, Business Administration, Pharmacy, or a related discipline, with five (5) to six (6) years of relevant professional experience.
- Demonstrated experience in pharmaceutical product management, inventory control, stock monitoring, and adherence to quality and regulatory standards.

Salary & Benefits

- Remuneration of MVR 23,000
- 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 Assistant Manager, Warehouse**

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

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