

Job Title:	Administrative Officer (5 Positions)	Work Location:	Greater Male' Region
Division:	Resource	Employment Type:	Full-time
Deadline:	19 th September 2026, before 12:00 PM		

Key Responsibilities

- Maintain centralized records of properties, leases, agreements, drawings, service bills and facility documents.
- Oversee the reception area, ensure all visitors are welcomed and incoming calls or mail are directed to the correct departments.
- Register, assign, track, and close maintenance requests and work orders in a timely manner.
- Coordinate inspections, contractor visits, quotations, approvals, and maintenance service schedules efficiently.
- Maintain and monitor accurate asset records, inventory levels and ensure the purchasing of office stationery, kitchen supplies, and equipment to prevent shortages.
- Track utility accounts, renewals, contract expiry dates, and statutory compliance requirements.
- Prepare correspondence, purchase requests, comparative statements, reports, and meeting minutes accurately and in a timely manner.
- Monitor service-provider performance and follow up on outstanding maintenance work.
- Supervise the daily upkeep of the office environment to ensure a clean, safe, and professional workspace for all employees.
- Support preventive-maintenance planning and monthly dashboard preparation.

Minimum Qualifications and Experience

- Diploma (MQA Level 5) in Business Administration, Office Administration, or related discipline with a minimum of two (2) to three (3) years of relevant experience.
- Completion of GCE A-Level or equivalent, with a minimum of three (3) to four (4) years of relevant experience.
- Experience in general administrative functions, document management, record keeping, procurement support.
- Good MS Office, communication, organizational, and time-management skills.

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 Administrative Officer**

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

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