

Job Title:	Store Assistant (2 Positions)	Work Location:	Greater Male' Region
Division:	Resource	Employment Type:	Full-time
Deadline:	21st September 2026, before 12:00 PM		

Key Responsibilities

- Receive, unload, count, and arrange incoming materials under supervision, checking quantities and items against relevant documentation and reporting any discrepancies or damage.
- Label, organize, and place stock in designated storage locations to ensure proper identification, accessibility, and orderly storage.
- Pick, prepare, and issue approved materials accurately based on authorized requests, ensuring the correct items and quantities are provided.
- Assist with physical stock counts and verification activities, and report stock variances, damaged, missing, or deteriorated items to the supervisor.
- Maintain clean, safe, secure, and accessible storage areas, ensuring materials are properly arranged and protected from loss, damage, or deterioration.
- Operate material-handling equipment safely and appropriately while following established handling, storage, and workplace safety procedures.
- Support the preparation and delivery of materials to company sites and assist with the collection, checking, and proper storage of returned or unused items.
- Maintain basic records of stock movements, including receipts, issues, returns, transfers, and other inventory movements as assigned.

Minimum Qualifications and Experience

- Completion of GCE A-Level or equivalent, with a minimum of one (1) to two (2) years of relevant experience.
- Completion of GCE O-Level or equivalent, with a minimum of three (3) to four (4) years of relevant experience.
- Experience in basic knowledge of store and inventory handling procedures and physical ability to handle and move materials safely.

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

- Updated Curriculum Vitae (CV)
- Copy of National ID Card
- Recent passport-size photograph (soft copy)
- MQA accredited and attested educational certificates
- Experience letters and service records

Please use the subject line: **Application for Store Assistant.**

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

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