

Job Title:	Senior Cashier	Work Location:	Greater Malé Region
Division:	Commercial	Employment Type:	Full-time
Deadline:	23rd September 2026, before 12:00 PM		

Key Responsibilities

- Oversee daily cashiering operations and ensure all sales proceeds are accurately collected, recorded, and secured.
- Supervise and guide cashiers in carrying out their duties in accordance with company procedures.
- Review and verify daily cash collections, sales reconciliations, and supporting documents.
- Investigate cash shortages, overages, and reconciliation discrepancies, and report unresolved matters to the relevant supervisor.
- Ensure daily cash collections are prepared and deposited into the designated bank accurately and on time.
- Liaise with pharmacies and the Finance Department regarding cash deposits, reconciliation matters, and other finance-related concerns.
- Maintain and review accurate records of cash collections, bank deposits, POS transactions, and reconciliation reports.
- Monitor compliance with company cash-handling policies, financial procedures, and internal controls.
- Assist in training newly appointed cashiers and provide ongoing operational support to the cashiering team.
- Prepare cashier-related reports and provide updates to management when required.
- Perform other cashiering, supervisory, and finance-related duties assigned by the supervisor.

Minimum Qualifications and Experience

- Completion of GCE A-Level or equivalent, with a minimum of four (4) to six (6) years of relevant experience.
- Completion of GCE O-Level or equivalent, with a minimum of six (6) to eight (8) years of relevant experience.
- Previous supervisory experience in cashiering, retail, or finance-related functions will be an added advantage.

Salary & Benefits

- Remuneration of MVR 19,000
- 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

- | | |
|---|--|
| • 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 Senior Cashier**

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

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