بسم الله الرحمن الرحيم

State Pharmaceutical & Medical Supply Corporation Ltd

Reference No: SPMSC-HR-IU-2026-258

Job Title:	Shop Assistant	**Work Location:**	Gn. Fuvahmulah
Division:	Commercial	**Employment Type:**	Full-time
Deadline:	**05th October 2026, before 12:00 PM**		

Key Responsibilities

- Assist customers in a courteous and professional manner by responding to inquiries and directing them to appropriate products or personnel.
- Receive, unpack, label, and arrange pharmaceutical and non-pharmaceutical products in accordance with established procedures and storage requirements.
- Monitor stock levels and replenish shelves to ensure adequate availability of products and maintain proper product presentation.
- Assist in stock management activities, including stock counts, inventory checks, and reporting damaged, expired, or near-expiry items.
- Maintain cleanliness, orderliness, and proper organization of the retail outlet and storage areas in compliance with company standards.
- Support cashiering and basic sales activities when required, ensuring accuracy and adherence to company procedures.
- Adhere to company policies, operational procedures, and health and safety requirements, and perform any other duties assigned by the Supervisor or Management.
- Perform any other duties assigned by the Supervisor or Management.

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.
- Basic knowledge of inventory handling procedures and experience in retail, shop operations, customer service.

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 Shop Assistant - Gn. Fuvahmulah**

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

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