

Job Title:	Logistics Officer	Work Location:	Greater Malé Region
Division:	Commercial	Employment Type:	Full-time
Deadline:	13th October 2026, before 12:00 PM		

Key Responsibilities

- Maintain the Warehouse Management System (WMS) or ERP in real-time.
- Oversee the receipt of goods (QC checks) and the picking/packing of outgoing orders to ensure zero-defect shipping.
- Implement Cycle Counting program to replace or supplement annual "wall-to-wall" physical counts.
- Investigate "stock-outs" or overages and provide root-cause analysis to management.
- Design and update the warehouse layout (slotting) based on product velocity and seasonality.
- Manage relationships with freight forwarders and 3PL (Third Party Logistics) providers.
- To ensure warehouse associates on the safe use of MHE (Material Handling Equipment) like forklifts and reach trucks.
- Ensuring high-security storage, strict access control, and meticulous record-keeping for restricted medications as per national laws
- Ensuring the facility meets Good Distribution Practice and Good Warehousing Practice standards
- Monitoring and maintaining the integrity of temperature-sensitive products

Minimum Qualifications and Experience

- Diploma (MQA Level 5 or 6) in Supply Chain Management, Business Administration, or a 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 four (4) to five (5) years of relevant work experience in Business Administration, Supply Chain Management.
- Demonstrated experience in supporting logistics operations, including coordinating stock movements, monitoring inventory flow, and maintaining accurate records to support efficient supply chain operations.

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 Logistics Officer**

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

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