بسم الله الرحمن الرحيم

State Pharmaceutical & Medical Supply Corporation Ltd

Reference No: SPMSC-HR-IU-2026-295

Job Title:	Senior Stock Officer	**Work Location:**	Greater Malé Region
Division:	Commercial	**Employment Type:**	Full-time
Deadline:	**22nd October 2026, before 12:00 PM**		

Key Responsibilities

- Perform advanced inventory control activities to ensure the accuracy and integrity of stock records and warehouse data.
- Analyze inventory levels, stock movement trends, and consumption patterns to support stock planning and replenishment activities.
- Monitor inventory performance indicators and prepare periodic reports on stock status, variances, slow-moving items, and expired products.
- Investigate stock discrepancies and variances, identify root causes, and recommend corrective and preventive actions.
- Coordinate inventory reconciliation activities and ensure timely resolution of stock related issues identified during routine operations and audits.
- Review and validate stock transactions, documentation, and system entries to ensure accuracy and compliance with established procedures.
- Support inventory forecasting and assist in maintaining optimal stock levels to minimize stock shortages and excess inventory.

Minimum Qualifications and Experience

- Bachelor's Degree (MQA Level 7 or 8) in Supply Chain Management, Business Administration, or a related discipline, with a minimum of three (3) to four (4) years of relevant professional experience in inventory, or stock control functions.

  OR
- Diploma (MQA Level 5 or 6) in Supply Chain Management, Business Administration, or a related discipline, with a minimum of six (6) to seven (7) years of relevant professional experience in inventory, or stock control functions.
- Strong knowledge of inventory control principles, and stock management practices within a pharmaceutical or healthcare environment.

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)
- 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 Senior Stock Officer**

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

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