بسم الله الرحمن الرحيم

State Pharmaceutical & Medical Supply Corporation Ltd

Reference No: SPMSC-HR-IU-2026-316

Job Title:	Stock Officer	**Division:**	Commercial
Work Location:	Greater Male' Region	**Employment Type:**	Full-time
Deadline:	**9th November 2026, before 12:00 PM**		

Key Responsibilities

- Receive, inspect, and record incoming pharmaceutical products and medical supplies in accordance with established procedures.
- Ensure proper storage and organization of stock under required conditions and in designated warehouse locations.
- Maintain accurate inventory records and update stock movements, including receipts, issues, and returns.
- Monitor stock levels and report discrepancies, shortages, or expired items to the relevant personnel.
- Prepare and issue stock for distribution to pharmacies and other units based on approved requests.
- Conduct regular stock checks and assist in inventory verification and reconciliation activities.
- Ensure compliance with company policies, SOPs, and regulatory requirements related to storage and handling of pharmaceutical products.

Minimum Qualifications and Experience

- Completion of GCE A-Level or equivalent, with a minimum of one (1) to two (2) years of relevant work experience in warehouse, inventory, or stock control functions.
  OR
- Completion of GCE O-Level or equivalent, with a minimum of three (3) to four (4) years of relevant work experience in warehouse, inventory, or stock control functions.
- Demonstrated experience in supporting stock control operations, including stock reconciliation, verification of stock movements, and support for inventory audits and compliance processes.

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

- 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 Stock Officer**

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

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