بسم الله الرحمن الرحيم

State Pharmaceutical & Medical Supply Corporation Ltd

Reference No: SPMSC-HR-IU-2026-321

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

Key Responsibilities

- Prepare and issue customer invoices in accordance with approved billing information and established procedures.
- Record customer payments and update billing and receivables records accurately and in a timely manner.
- Follow up with customers on outstanding invoices through routine communication channels to facilitate timely payments.
- Maintain accurate records of invoices issued, payments received, and outstanding balances.
- Assist in reconciling customer payments against invoices and report discrepancies to the relevant personnel.
- Respond to routine customer inquiries relating to invoices, payments, and account balances, or refer to complex issues as appropriate.
- Ensure proper filing and maintenance of billing and collection documents in accordance with company procedures.

Minimum Qualifications and Experience

- Completion of GCE A-Level or equivalent, with a minimum of one (1) to two (2) years of relevant experience in Business Administration, Accounting, Finance, or related discipline.
- Completion of GCE O-Level or equivalent, with a minimum of four (4) to five (5) years of relevant professional experience.
- Experience in billing and collections functions, including invoice processing with knowledge of billing procedures and adherence to organizational policies and financial procedures.

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 Billing & Collections Officer**

Incomplete applications and applications received after the deadline will not be accepted.
For queries, please contact Human Resources at careers@statepharma.mv