State Pharmaceutical & Medical Supply Corporation Ltd

بسم الله الرحمن الرحيم

Reference No: SPMSC-HR-IU-2026-327

Job Title:	Supervisor, Warehouse (2 Positions)	**Work Location:**	Greater Malé Region
Division:	Commercial	**Employment Type:**	Full-time
Deadline:	**13th November 2026, before 12:00 PM**		

Key Responsibilities

- Review expected arrivals, pre-alerts, shipping documents and delivery schedules and plan the daily receiving workload.
- Check the physical consignment against the purchase order, invoice, packing list and transport document for items, quantity, pack size, batch, and condition.
- Ensure all incoming stock is placed and held in the designated quarantine or receiving hold area until authorized for release.
- Supervise Goods Receipt Note posting and confirm that quantities, item codes, pack sizes, batch numbers, expiry dates and units of measure match the physical consignment and the supporting documents.
- Raise a receiving discrepancy or damage report for every variance and notify Procurement, Finance, Logistics and the supplier within the required time.
- Ensure items are picked from the correct system location, in the correct batch and expiry under FEFO, and in the correct pack size and quantity.
- Supervise checking of picked goods against the order before packing, with Picker ≠ Packer segregation applied to every order.
- Monitor attendance, productivity, pick and pack accuracy and adherence to SOPs.

Minimum Qualifications and Experience

- Diploma (MQA Level 5 or 6) in Supply chain, Logistics, Pharmacy operations or a related discipline with a minimum of six (6) to seven (7) years of relevant experience;
  OR
- Completion of GCE A-Level or equivalent, with a minimum of seven (7) to eight (8) years of professional experience.
- Knowledge of ERP/WMS pick and pack transactions, FEFO and batch/expiry control, location management and dispatch documentation.
- Experience in preparing and handling import and shipping documentation, including invoices and packing lists.

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 Supervisor, Warehouse**

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

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