بسم الله الرحمن الرحيم

State Pharmaceutical & Medical Supply Corporation Ltd

Reference No: SPMSC-HR-IU-2026-334

Job Title:	Supervisor, Sales	**Work Location:**	Greater Malé Region
Division:	Commercial	**Employment Type:**	Full-time
Deadline:	**15th November 2026, before 12:00 PM**		

Key Responsibilities

- Review approved Sales orders released to the warehouse and establish daily processing priorities.
- Confirm customer, Sales order number, delivery destination, product, quantity and relevant approval status before processing.
- Verify that completed orders are correctly identified, packed, labelled, and supported by the required delivery documentation.
- Maintain SO processing registers, discrepancy notes, completion of evidence, and audit-ready supporting records.
- Allocate orders to Stock Officers according to workload, urgency, delivery requirement, and product handling needs.
- Confirm order number, customer/destination, box count and special handling requirements at handover.
- Maintain SO processing registers, discrepancy notes, completion of evidence, and audit-ready supporting records.
- Ensure returned, damaged, expired or recalled stock is received, segregated, and documented.
- Support investigations relating to shortages, incorrect supply, customer claims, returns, and delivery discrepancies.

Minimum Qualifications and Experience

- Diploma (MQA Level 5 or 6) in Supply Chain Management, Logistics, Sales, 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.
- Strong knowledge of sales order processing, picking/packing controls, and delivery documentation.

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

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