State Pharmaceutical & Medical Supply Corporation Ltd

بسم الله الرحمن الرحيم

**Reference No:** SPMSC-HR-IU-2026-336

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| **Job Title:** | Supervisor, Stock | **Work Location:** | Greater Malé Region |
| **Division:** | Commercial | **Employment Type:** | Full-time |
| **Deadline:** | **16th November 2026, before 12:00 PM** | | |

**Key Responsibilities**

- Review the daily IST workload, priorities, urgency, and required completion dates.
- Allocate IST processing work to Stock Officers and balance workloads throughout the shift.
- Ensure the correct IST number, site code, destination, outbound reference, and item details are used.
- Coordinate with the Pick-Pack Supervisor on order readiness, item shortages, substitutions, and damages.
- Verify that processed orders comply with FEFO, batch, expiry, cold-chain, controlled-drug and high-value item requirements where applicable.
- Ensure processed orders comply with FEFO (First Expiry, First Out) practices, batch traceability, expiry requirements, and cold-chain conditions.
- Receive, segregate and document stock returned from sites, and ensure that returned, damaged, expired or recalled stock is not re-issued without authorization.
- Brief staff on daily priorities, workflow changes, and safety requirements.
- Support stock investigations and provide records required by Inventory, Finance, Internal Audit or management.

**Minimum Qualifications and Experience**

- Diploma (MQA Level 5 or 6) in Supply Chain Management, Logistics or Pharmacy Operations with a minimum of six (6) to seven (7) years of relevant professional 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 ERP/WMS transactions, including inventory movements, batch/expiry control, and stock reconciliation processes.

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

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