State Pharmaceutical & Medical Supply Corporation Ltd

بسم الله الرحمن الرحيم

Reference No: SPMSC-HR-IU-2026-337

Job Title:	Delivery Assistant (4 Positions)	**Work Location:**	Greater Malé Region
Division:	Commercial	**Employment Type:**	Full-time
Deadline:	**16th November 2026, before 12:00 PM**		

Key Responsibilities

- Support the collection of pharmaceutical products, medical supplies, medical devices, and related documents from warehouses, distribution centers, suppliers, and other assigned locations.
- Assist in checking products and supplies against invoices, delivery notes, manifests, and purchase orders before dispatch, and report any differences to the supervisor.
- Update delivery, collection, return, proof-of-delivery, and customer acknowledgment records as instructed.
- Follow instructions for storing and transporting products under the required conditions, including temperature and humidity controls where applicable.
- Respond to basic delivery questions and refer complaints, product concerns, or service issues to the supervisor or relevant department.
- Assist in communicating delivery schedules, delays, and estimated arrival times as instructed.
- Perform any other delivery-related duties assigned by the supervisor.

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, Supply Chain Management.
- Completion of GCE O-Level or equivalent, with a minimum of three (3) to four (4) years of relevant professional experience.
- Possession of a valid driving license will be considered an added advantage.
- Demonstrated experience in delivery or logistics operations, including handling and transportation of goods, delivery documentation, and adherence to operational and safety procedures.

Salary & Benefits

- Remuneration of MVR 10,500
- 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 Delivery Assistant**
Incomplete applications and applications received after the deadline will not be accepted.

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