State Pharmaceutical & Medical Supply Corporation Ltd

بسم الله الرحمن الرحيم

Reference No: SPMSC-HR-IU-2026-356

Job Title:	Receptionist	**Work Location:**	Greater Male' Region
Division:	Resource	**Employment Type:**	Full-time
Deadline:	**1st December 2026, before 12:00 PM**		

Key Responsibilities

- Greet and welcome visitors in a courteous and professional manner, ensuring a positive first impression of the Corporation.
- Answer, screen, and direct incoming telephone calls to the appropriate staff or department efficiently.
- Manage the reception area to ensure it remains tidy, organized, and presentable at all times.
- Coordinate with relevant staff or departments to schedule appointments, meetings, and conference room bookings as required.
- Handle incoming and outgoing mail and courier deliveries, distributing documents to relevant personnel promptly.
- Maintain accurate records of Visitor logs and manage access control for guests and contractors.
- Ensure compliance with company policies and procedures when handling confidential or sensitive information.
- Any additional duties or responsibilities as assigned by Management.

Minimum Qualifications and Experience

- Completion of GCE A-Level/O-Level or equivalent, with a minimum of one (1) to two (2) years of relevant professional experience.
- Excellent verbal and written communication skills with strong organizational and multitasking abilities.
- Proficiency in using office equipment and computer applications, including email, scheduling software, and document management systems.

Salary & Benefits

- Remuneration of MVR 12,000
- 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 Receptionist**

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