State Pharmaceutical & Medical Supply Corporation Ltd

بسم الله الرحمن الرحيم

Reference No: SPMSC-HR-IU-2026-364

Job Title:	Stock Assistant (6 Positions)	**Work Location:**	Greater Malé Region
Division:	Commercial	**Employment Type:**	Full-time
Deadline:	**2nd December 2026, before 12:00 PM**		

Key Responsibilities

- Receive, inspect, and store pharmaceutical products and medical supplies accurately and efficiently in accordance with company procedures and storage requirements.
- Maintain inventory records by updating stock movements, monitoring stock levels, and reporting shortages, discrepancies, damaged, or near-expiry items.
- Ensure proper storage, handling, and rotation of stock by adhering to First Expiry First Out (FEFO) and First In First Out (FIFO) principles.
- Coordinate with warehouse, procurement, and other relevant departments to facilitate the timely receipt and issuance of pharmaceutical products and medical supplies.
- Ensure compliance with company policies, regulatory requirements, quality standards, and Good Distribution Practices (GDP) in all stock handling and warehouse activities.
- Assist in conducting routine stock counts, cycle counts, and annual inventory exercises, and support investigations relating to stock discrepancies.
- Prepare and maintain stock-related documentation and reports, monitor inventory performance, and recommend improvements to enhance inventory accuracy and operational efficiency.

Minimum Qualifications and Experience

- Completion of GCE A-Level or equivalent, with a minimum of one (1) to two (2) years of relevant experience.

  OR
- Completion of GCE O-level or equivalent qualification, with a minimum of three (3) to four (4) years of relevant experience.
- Previous experience as a Stock Assistant will be an added advantage
- Basic knowledge of stock handling, inventory control, and warehouse operations, with strong attention to accuracy and detail.

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

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