State Pharmaceutical & Medical Supply Corporation Ltd

بسم الله الرحمن الرحيم

Reference No: SPMSC-HR-IU-2026-367

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

Key Responsibilities

- Perform general administrative duties to support pharmacy operations.
- Coordinate and process pharmacy insurance-related matters and documentation.
- Manage pharmacy stationery requirements by receiving, maintaining, and processing orders, and arranging distribution to the respective pharmacies.
- Monitor the condition of pharmacy assets, including air conditioners, and coordinate maintenance and repairs when required.
- Liaise with relevant parties to arrange waste management services for pharmacies.
- Coordinate and monitor medicine disposal activities for Greater Malé pharmacies in accordance with regulatory requirements.
- Handle relocation and official trip requests from pharmacies, including coordinating the necessary approvals and logistics.
- Maintain records of operational activities, assets, and service requests.
- Coordinate with internal departments and external service providers to ensure timely completion of operational requirements.
- Perform any other operational duties assigned by the supervisor.

Minimum Qualifications and Experience

- Completion of GCE A-level or equivalent qualification with a minimum of four (4) to five (5) years of relevant experience in operations, administrative support, or pharmaceutical/healthcare office functions;
  OR
- Completion of GCE O-Level with a minimum of five (5) to seven (7) years of relevant professional experience.
- Demonstrated experience in coordinating cross-functional activities to ensure operational efficiency, timely completion of tasks, and adherence to internal processes and standards.

Salary & Benefits

- Remuneration of MVR 13,000
- 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 Operations Officer**
Incomplete applications and applications received after the deadline will not be accepted.
For queries, please contact Human Resources at careers@statepharma.mv