

Number: 60-ADM/2023/252

Date: 09/08/2023

## JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

|                         |  |
|-------------------------|--|
| Position Name           | <b>Pharmacy Assistant</b>  |
| No. of Position         | 1  |
| Worksite / Department   | B.Kamadhoo Pharmacy / Medical Services and Pharmacy Management   |
| Salary & Benefits       | <ul style="list-style-type: none"> <li>Net Salary Range: MVR 9,500 – 10,500.</li> <li>Overtime and extra working days allowance.</li> <li>Health insurance will be provided after probation.</li> <li>Staff Privilege Program.</li> </ul>  |
| Job Responsibilities    | <ul style="list-style-type: none"> <li>Greeting customers and offering assistance &amp; information.</li> <li>Dispensing medicines as prescribed by doctors using correct dosages and material for each individual patient.</li> <li>Instruct patients on how and when to take care of prescribed medicine and inform them about potential side effects taking the medicine.</li> <li>Monitoring inventory issues and managing stock variances.</li> <li>Process POS purchases, collect payments, issue receipts, ensure all prices and quantities are accurate as in the prescription.</li> </ul> |
| Required Qualifications | <ul style="list-style-type: none"> <li>Certificate 04 in Pharmacy OR a higher qualification in Pharmacy.</li> </ul>  |
| Preferred Requirements  | <ul style="list-style-type: none"> <li>Registered as a pharmacy assistant or pharmacist at Maldives Allied Health Council.</li> <li>Fluent in both English and Dhivehi language.</li> <li>Working knowledge of Microsoft office (word and excel).</li> <li>Should be able to attend shift duties and be available for on call duties.</li> </ul>   |
| Deadline                | 14 <sup>th</sup> August 2023, 1230hrs  |
| How to Apply            | <p>Interested candidates please apply online through our job portal <a href="https://sto.mv/Career">https://sto.mv/Career</a></p> <p>To Process the application, we require necessary documents.</p> <p>You can contact us on 3012785</p>  |