

Inventory Manager Job Description

Title: Inventory Manager

Reports to: Jim Randall – Hospital Administrator, Dr. Stacy Kenyon – Partner, Dr. Craig Pauly - Partner

Summary:

An inventory manager for CVC will handle product management and distribution. They monitor available supplies, materials, and products in order to ensure that customers and employees have access to the materials they need. Inventory manager will be the primary contact for inventory and purchasing functions of the practices. They must be a reliable professional with excellent record keeping abilities as well as possess great attention to detail and have a business mindset. Their goal is to ensure that all business operations have adequate material to achieve their objectives.

Pay Scale/Wages:

Salary for this job depends on experience and qualifications. The inventory manager will be scheduled to work 40 hours per week including mornings, evenings and periodic weekends. Team members will have the opportunity to earn overtime pay for hours worked over 40 per week. Full time employees will be eligible for benefits.

Position Requirements:

Education/Experience Requirements:

- High School Diploma
- Excellent computer literacy and with Microsoft Office including Word and Excel
- An analytical mind with strong math skills
- Excellent organizational skills
- Outstanding communication and interpersonal abilities
- Pays close attention to detail
- Proven inventory management experience *(or potential shown by other positions held)*

Physical Effort:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of inventory manager, the employee is frequently required to bend, stand, stoop, walk, sit, talk, and listen; may be required to sit, walk, and stand for long periods of time; will use hands to manipulate, handle, feel, type; will reach with hands and arms. The employee is often required to lift and carry materials weighing fifty pounds or more.

Work Environment:

While performing the duties of this job, the employee is exposed to hazards associated with controlled substances, hazardous materials; exposure to unpleasant odors and noises; routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines; Time will be split between the stock room, floor, and office. Individual must have reliable transportation as manager will be traveling between our four locations (Lowville, Carthage, Otter Lake & Boonville).

Major Duties:

- Oversee and maintain the inventory of pharmaceuticals and hospital supplies for all offices
- Develop minimum drug and hospital supply values and reorder points with the practice manager and doctors.
- Train staff to properly use the inventory system and monitor it for correct use. Including
 - How to check orders against purchase orders and packing slips to ensure that shipments are accurate upon arrival
 - How to check for breakage or other problems that would render merchandise unusable.
 - How to report problems to suppliers
 - How to receive in a purchase order
- Place purchase orders for supplies in a timely fashion.
- Review programs from vendor of choice to ensure the best value on purchases. Negotiate purchases with respect to price, discount, quality, quantity, etc
- Maintain positive work relationships with vendors.
- Discuss new products with detail reps or suppliers. Relay information to veterinarians and the practice manager and arrange for future communication with the company representatives.
- Develop purchase orders using veterinary software inventory data, hand counts and/or staff's short list.
- Stock office supplies so that materials are consistently available
- Develop return policies
- Develop physical inventory rotations.
- Attend and assist in monthly team leader meetings
- Train staff responsible for inventory at other offices
- Oversee all offices with quarterly and monthly counts
- Reconcile quarterly and monthly counts
- Assist in price matching as needed
- Price shop for all inventory, janitorial and office supplies
- Set up new inventory codes for small and large animal
- Oversee all maintenance/repair of equipment for all offices
- Work with doctors on ordering new products
- Alert offices of shortages and pricing issues
- Feel and express a genuine liking for animals and for working in an animal care environment.
- Display tact and diplomacy with staff members, clients and vendors
- Understand and carry out oral and written directions.
- Be flexible in attitude and work habits.
- Perform computer skills with accuracy and speed.
- Must be able to establish priorities and create new protocols.
- Must work without direct supervision
- And anything else asked