**Classification:** This is a nonexempt position under the Fair Labor Standards Act (FLSA)

**Reporting Structure**: Works under the direct supervision of the practice manager. Uses personal judgment in selecting methods, establishing priorities and arriving at conclusions relating to inventory management. Soundness of judgment and compliance with accepted guidelines and instructions is imperative. Review of work is based upon the availability of products and inventory cost assessments and is evaluated through spot checks, review of records and correspondence, as well as through demonstrated ability to management all aspects of the daily operations of inventory management.

**Revision Date:** 6/1/2016

**Inventory Coordinator Objectives:** The purpose of this position is to oversee all aspects that are principally related to the inventory of [Practice Name]. The fundamental responsibility of the inventory manager is to effectively use all available resources to provide the best possible inventory operation; as well as to ensure the profitability of the practice. These duties include, but are not limited to ordering, stocking and assessing the supply and equipment needs of the practice.

**Position type and expected hours of work:**

* Full or Part-Time
* 8 hour Shifts Monday – Friday
* May be required to work uncommon hours to complete mandatory inventory counts.

**Education and Experience:**

* High school diploma or equivalent
* Previous experience in veterinary industry

***ESSENTIAL FUNCTIONS:***

**Clerical**

* Establish inventory control system to assure adequate stocks of supplies are available. Negotiate best prices for all products purchased. As required, make group/bulk purchases, compose bids for negotiated buys.
* Manage supply activities. Supervise maintenance and proper storage of supplies and equipment. Analyze and monitor the turnover rate of supplies and equipment and provide necessary guidance in the requisition to replenish needed requirements.
* Meet with vendors to learn about new products and pricing structure.
* Meet with the practitioners on a bi-monthly basis to assess product availability, concerns and application.
* Stay current regarding any recent developments relative to new products or current products that are subject to backorders or being discontinued.
* Monitor inventory costs and mark-up items according to the standardized industry benchmarks.
* Submit orders online with vendors whenever possible and track purchase orders as needed.
* Oversee the receipt of shipment and unpacking of all inventory orders. Verify that all shipment documents match the shipment order and are received and undamaged. Returns incorrect or damaged shipments. Ensure that the hospital’s bookkeeper receives copies of the purchase orders or packing slips within twenty-four hours of receiving them.
* Distribute inventory items to the appropriate locations throughout the hospital and rotate stock accordingly.
* Monitor inventory and return items before they expire as well as return overstock items. Promptly document any returns and provide the bookkeeper with any information regarding returns for credit preparation.
* Coordinate the ordering, logging and tracking of controlled substances in the hospital, including maintaining stock in the lock boxes and keeping the lock box integrity intact. (e.g., change locks, distribute keys)
* Oversee special orders for hospital clients by promptly ordering the requested items as well as notifying the client of the item(s) arrival.
* Ensure that state pharmacy regulations and federal drug regulations are followed; coordinate with supervisors on controlled substance logs.
* Maintain accurate MSDS sheets and coordinate training and instruction with management and/or the hospital’s OSHA Safety Officer on any pertinent information regarding hazardous chemicals and/or products.
* Conduct physical inventory counts a minimum of twice each year as dictated by the hospital’s accountant.

**Computer**

* Utilize the hospital’s computer software to accurately and timely enter inventory data and coordinate with management any updates that are made to inventory items in regards to prices, markups, etc.

***COMPETENCY:***

**Basic Skills**

* Ability to work independently on assigned tasks as well as to accept direction on given assignments. Understand and carry out oral and written direction
* Requires ability to plan, organize and coordinate.
* Frequently lift, carry and handle items weighing up to 50 lbs.
* Regular attendance and timeliness are essential functions in order to fulfill the requirements of this position.
* Knowledge of the spelling and meaning of commonly used terminology of veterinary medicine to accurately record results of tests and file veterinary medical reports according to alpha, numeric or subject matter headings.
* Knowledge of hospital procedures and operating instructions for making appointments, assembling patient medical records, recording test results, relaying information regarding patient’s condition, and compiling and submitting data on patients treated
* Understanding the implications of new information for both current and future problem-solving and decision-making.
* Ability to multi-task
* Perform other duties as assigned

**Communication Skills**

* Excellent verbal and written communication skills. Possess exceptional interpersonal communication skills.
* Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
* Requires active listening skills, giving full attention to what other people are saying, taking time to understand the points be made, asking questions as appropriate and not interrupting at inappropriate times.
* Requires telephone conversations
* Requires use of electronic mail
* Requires writing letters and memos
* Requires face-to-face discussions with individuals or team members

**Social Skills**

* Work well with all employees and ensure that your actions support the hospital, the doctors, and the practice philosophy.
* Ability to work independently on assigned tasks as well as to accept direction on given assignments.
* Monitoring/Assessing performance of yourself, other individuals or the practice to make improvements or take corrective action.
* Ability to adjust actions in relation to other’s actions
* Teaching others how to perform a task
* Actively looking for ways to help others
* Being aware of others’ reactions and understanding why they react as they do.
* Requires dealing with unpleasant, angry or discourteous people

**Technical Skills**

* Knowledge of computers and relevant software applications including MS Office (Word).
* Perform routine maintenance on equipment and determine when and what kind of maintenance is needed.

***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Amount of Time Spent on Task**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **None** | **Less than 1/3** | **1/3 to 2/3** | **More than 2/3** |
| Stand |  |  |  | **X** |
| Walk |  |  |  | **X** |
| Sit |  |  | **X** |  |
| Use hands to finger, handle, or feel |  |  |  | **X** |
| Climb or balance |  |  |  | **X** |
| Stoop, kneel, crouch, or crawl |  |  |  | **X** |
| Talk or hear |  |  |  | **X** |
| Taste or smell |  |  | **X** |  |

The job requires the following lifting requirements and/or exerted force be performed on the job.

**Amount of Time Spent on Lifting Amounts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lifting Amount** | **None** | **Less than 1/3** | **1/3 to 2/3** | **More than 2/3** |
| Up to 10 pounds |  |  |  | **X** |
| Up to 25 pounds |  |  |  | **X** |
| Up to 50 pounds |  |  |  | **X** |
| Up to 100 pounds |  | **X (with assistance)** |  |  |
| More than 100 pounds |  | **X (with assistance)** |  |  |

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust to focus.

***WORK ENVIRONMENT***

While performing the duties of this job, the employee is exposed to hazards associated with aggressive patients; hazards associated with infected animals and controlled substances; exposure to unpleasant odors and noises; exposure to bites, scratches and animal wastes; possible exposure to contagious diseases.

Follow federal and state animal health laws and regulations including OSHA and DEA.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

[Practice Name] is an equal opportunity employer. It is the policy of the practice to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, genetic information, gender identity or expression, or veteran status. The practice will conform to the spirit as well as the letter of all applicable laws and regulations. The practice will take action to employ, advance in employment and treat qualified veterans and disabled veterans without discrimination in all employment practices.

I have read and understand the Inventory Coordinator Job Description.

Employee Signature: Date: