

## JOB DESCRIPTION

# PRACTICE INVENTORY MANAGER



### **INTRODUCTION**

The purpose of this position is to oversee all aspects that are principally related to the inventory of the Companion Animal Hospital group. The fundamental responsibility of the Practice Inventory Manager is to effectively use all available resources to provide the best possible inventory operation at each hospital location; as well as to ensure the profitability of the practice and each location. These duties include, but are not limited to overseeing ordering, stocking and assessing the supply and equipment needs of each location. The inventory manager reports directly to the Practice Administrator.

### **PRIMARY JOB RESPONSIBILITIES**

- Establish inventory control systems to assure adequate stocks of supplies are available at each location. Working with vendor representatives, negotiate best prices for all products purchased. As required, make group/bulk purchases, compose bids for negotiated buys.
- Train and work with inventory team members at each location to best manage all inventory operations.
- 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, services and pricing structure.
- Meet with the management team and practitioners regularly 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, share knowledge with inventory team members.
- Monitor inventory costs and mark-up items according to the standardized industry benchmarks.
- At each location, oversee process of 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 practice's bookkeeper receives copies of the packing slips and receipts, with proper G/L codes, within 2 weeks of receiving them.
- Know which locations use/need items and distribute inventory, to best minimize ordering and holding costs, to the appropriate locations throughout the practice and rotate stock accordingly.
- Monitor inventory and return items before they expire as well as return overstock items, distribute to other locations. Promptly document any transfers and 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 and 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.
- Ensure that state pharmacy regulations and federal drug regulations are followed; coordinate with supervisors on controlled substance logs.

- Oversee the maintenance of accurate SDS 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.
- Oversee physical inventory counts before year end to assure accurate numbers as dictated by the hospital's management.
- Work well with all team members and ensure that your actions support the hospital, the doctors, and the practice philosophy
- Perform other duties as assigned

### **CONTROLS OVER WORK**

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.

### **SKILLS AND KNOWLEDGE**

- Understanding of the critical balance between the administrative and clinic functions in the veterinary health care delivery system and the ability to coordinate and control programs and resources to achieve a balance.
- Ability to apply the specialized principles and practices of veterinary inventory needs directing the operation of this practice's inventory management.
- Demonstrates initiative and self-motivation to follow through on all responsibilities in a timely manner.
- Understand and carry out oral and written direction.
- Strong computer skills including MS Office (Word, Excel), email, and multiple veterinary software systems.
- Knowledge of the use, care, and storage of veterinary instruments, materials, and equipment and office equipment.
- Strong communication, leadership and motivation skills. Has the ability to effectively solve problems dealing with staff conflict to personnel issues and performance. Has the ability to direct, guide and assist a group of individuals.
- Requires strong customer service, communication and leadership skills.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Critical thinking - Understanding logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

### **PHYSICAL EFFORT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job.

- Frequently required to bend, stand, stoop, walk, sit, talk, and listen, frequently working in a bent position.
- Frequently use hands to manipulate, handle, or feel; will reach with hands and arms.
- Use strength or agility in capturing and restraining stronger, more active animals.
- Occasionally lift and/or move up to 40 pounds.

### **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.

### **COMPANION ANIMAL HOSPITAL CORE VALUES**

Our team believes in and agrees to **Positivity, Service, Integrity, Communication, and Teamwork** to create a work environment that energizes team members to create value on behalf of our clients and patients.

**Positivity** – I choose positivity. I am excited about what I do and I will be all in. I will be present and engaged with clients, patients, and team members every day.

**Service** – I am dedicated to creating an exceptional client experience. I treat clients as partners and advocate for their pets.

**Integrity** – I am honorable. I respect all living things and I do the right thing when no one is watching.

**Communication** – I practice direct, honest communication with both clients and team members.

**Teamwork** – I will work together with my team enhancing each other's strengths and covering each other's weaknesses.

***ESSENTIAL FUNCTIONS:***

- Oversee inventory management at each Companion location, working each team and management.
- Establish inventory control systems to assure adequate stocks of supplies are available at each location. Working with vendor representatives, negotiate best prices for all products purchased. As required, make group/bulk purchases, compose bids for negotiated buys.
- Ability to utilize the hospital's computer software to accurately and timely enter inventory data.
- Know which locations use/need items and distribute inventory, to best minimize ordering and holding costs, to the appropriate locations throughout the practice and rotate stock accordingly.
- Strong communication and client service skills including proper use of English, strong listening skills. Considerable tact and diplomacy is required. Ability to work with team members, clients and patients in a professional, friendly, hospitable manner.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments. Understand and carry out oral and written direction.
- Perform general physical activities that require bending, standing, stooping. Reaching, moving from place to place in order to receive, stock and maintain inventory
- Frequently lift, carry and handle items weighing up to 40 lbs.
- Regular attendance and timeliness are essential functions in order to fulfill the requirements of this position.