

# Inventory Manager Job Description

## Position Overview

The purpose of this position is to provide inventory management within the hospital, including evaluating, purchasing, and tracking inventory supplies while staying within a given budget. Also responsible for setting up appropriate pricing structures. This individual will be the prime contact for Inventory and Purchasing functions for the hospital. This individual will be responsible for the procurement of supplies in accordance with established and approved hospital procedures.

## Reporting Structure

Directly reports to the Practice Manager and/or Office Manager and owner-veterinarians. Works alongside entire team to provide training and ensure compliance with inventory processes. Maintains vendor relationships.

## Primary Responsibilities

### Inventory-Management Tasks

- Oversee and maintain the inventory of pharmaceuticals and hospital supplies while staying within the hospital's weekly inventory budget.
- Establish an effective inventory-turnover tracking system through ABC analysis so that the practice devotes minimal money and space to store inventory items.
- Develop and/or implement an inventory-control system that minimizes shrinkage using practice management software and other available tools.
- 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.
- Oversees compliance with controlled substance requirements and protocols.
- Establish and/or maintain a computerized tracking system for accurately inventorying products and supplies including cycle counting.
- Develop purchase orders using computerized inventory data, hand counts, and/or staff's lists of "short" items. Write, track, and file purchase orders.
- Place orders for supplies in a timely fashion. Review vendor programs to ensure the best value on purchases and value added services.
- Maintain positive relationships with vendors.

- Discuss new products with detail reps or suppliers. Relay information to veterinarians and the practice manager, and arrange for further communication with company reps or decide which new products to order.
- Advise practice leadership on when to take advantage of cost-effective, special-purchase promotions.
- Supervise the receipt of supplies that have been ordered.
- Instruct and oversee staff members as to how they should:
  - Check orders against purchase orders and packing slips to ensure that shipments are accurate upon arrival.
  - Check for breakage or other problems that would render merchandise unusable.
  - Report problems to suppliers.
  - Enter merchandise items into the practice's computerized inventory system.
- Develop return policies
- Develop physical inventory rotations
- Negotiate purchases with respect to price, discount, quality, quantity, delivery dates, etc.
- Develop purchase orders prior to making purchase to help with price negotiating and communicating our past costs on items.
- Communicate with the Veterinary Technician Supervisor on hospital supplies.

## Requirements

- Ability to forecast by preparing calculations for reorder levels
  - Prepare Physical Inventory Procedures and calculate Total Variances
  - Calculate Mark-up and GPMs (Gross Profit Margin)
  - Experience with practice-management inventory software, excel and basic computer skills.
  - Calculate budget for inventory spend based on previous revenue
  - Allocate the appropriate amount of time for inventory control procedures and stay on task
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