

**Pharmacy and Inventory Assistant**

FLSA Status: Non-Exempt

SUMMARY

The Pharmacy and Inventory Assistant will be responsible for receiving and filling prescription requests for client-owned animals and will assist with the management of inventory of all supplies used in daily operations of the organization. They will support the client services staff, veterinary staff, shelter staff and administrative staff as assigned. These responsibilities will vary with the current needs of the organization. The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

PRINCIPAL DUTIES

• Retrieve prescription orders from clinic doctors and nurses

• Ensure all prescriptions are accurately entered into the clinic software to properly maintain patient medical records and medical supply inventory

• Count, pour, measure, mix and weigh tablets and medications

• Affix accurate and complete labels to dispensed medications

• Confirm payment prior to releasing medications/supplies to clients

•Ability to adhere to regulatory and company compliance. (OSHA,DEA)

• Maintain proper usage of medications and supplies by rotating stock based on expiration dates

• Receive and store incoming supplies to pharmacy and warehouse, verify quantities against invoices, update inventory with attention to detail and accuracy

• Inform supervisors of stock needs and shortages

• Prepare purchase orders for approval

• Responsible for placing approved orders

• Maintain proper storage and security conditions for drugs and supplies

• Dispense and record inventory items used in daily operations

• Perform accurate inventory counts

•Ability to effectively interact and communicate with other employees, clients and vendors while demonstrating strong professionalism

• Must be dependable, independent, and able to work with minimal supervision

• Maintains a safe and clean pharmacy

• Responsible for working with department heads to maintain a safe and organized warehouse

EDUCATIONAL REQUIREMENTS AND QUALIFICATIONS

* High school diploma or equivalent required
* Valid Driver’s license required
* Customer service experience preferred
* Knowledge and/or familiarity with veterinary drugs and their indications is a plus

EXPERIENCE, ABILITIES AND QUALITIES REQUIRED

* Ability and initiative to work with minimal supervision and direction
* Ability to communicate skillfully and effectively with a culturally diverse staff, volunteers and community in a professional, pleasant, respectful, courteous and tactful manner at all times.
* Must have an aptitude for math
* Ability to perform high volumes of data entry with accuracy
* Maturity, good judgment and a professional personal appearance.
* Aptitude for multitasking, organization, attention to detail and time management.
* Strong and proficient computer skills
* Ability to perform repetitive tasks and lift/move objects weighing up to 50 pounds for short distances.
* Ability to work under pressure and maintain quality of detailed work while meeting competing and inflexible deadlines.
* Ability to use large equipment such as forklift and /or pallet jack.

IMMEDIATE SUPERVISOR

Finance Manager

HOURS FLSA STATUS: NON-EXEMPT POSITION

Full-time position requires 37.5 hours per week. Part-time position hours are dictated by the needs of the organization. Daily hours and days of the week (for both full and part-time positions) may vary according to the needs of the department schedule. Includes weekends, nights, and holidays.

INTRODUCTORY ASSESSMENT PERIOD

The introductory assessment period runs from the date of hire for three months thereafter.

EMPLOYMENT: There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Pennsylvania SPCA that even exempt positions are governed by the needs of the agency, which means that employment is for no specified term and either the Pennsylvania SPCA or the employee, may terminate that employment at any time. The Chief Executive Officer has final authority over these decisions and determinations. The Pennsylvania SPCA is an equal opportunity employer.