



Job Posting

Job Title: Inventory Specialist

Reports To: Vice President and COO

Functional Supervisor: Data Analyst

Status: Full-Time

Work Schedule: Monday through Friday; Start time - 11:00 am or 12:00 pm; May require occasional weekend hours.

Location: Coler Healthcare Corporate

General Summary: Review daily inventory report and select appropriate medications and items to be placed on the inventory order. Perform other functions to assist with maintaining Pharmacy inventory.

Essential Job Responsibilities:

1. Review daily inventory report and select appropriate medications and items to be placed on the inventory order.
2. Collect and compile information related to pharmacy inventory.
3. In collaboration with the Data Analyst, resolve inventory order issues (back dates, manufacturer outs).
4. Document information obtained during physical inventories.
5. Assist with processing information regarding expired, damaged, recalled and other inventory issues.
6. Other duties as assigned by management.

Education: High School or equivalent. Associate degree preferred.

Performance Requirements:

- Knowledge and skill in general computer operations.
- Skill in application of Microsoft Excel software is preferred.
- Skill in entering numerical data and typing information into computer software.
- Ability to exhibit organizational skills and process detailed information.
- Ability to resolve inventory order issues within the level of responsibility and authority.
- Ability to operate office machinery including fax machines, scanner, copiers and other standard office equipment.
- Ability to follow office practices and procedures.

Confidential Information and Data: Company inventory records and other sensitive and confidential information.

Physical Demands: Frequently sits for extended periods of time; Exhibits digital dexterity and eye-hand coordination when typing and entering data; Converses verbal and by telephone when working with others.

Application Procedures: Apply online <https://www.shriverspharmacy.com/Career-Opportunities/> or send resume to hr@shriverspharmacy.com by 5/24/2023.

