

Inventory Manager Job Description

The Inventory Manager assists the Practice Manager to develop policies and procedures to improve inventory productivity and accuracy. They must possess good critical thinking, organizational skills, and should be detail focused. They must be compassionate, have a positive attitude, and have teamwork skills. Excellent client communication skills and commitment to outstanding client service are essential.

Inventory Manager is responsible for:

General Duties:

- Oversee the entire inventory process, including ordering, receiving, reporting, and maintaining budgets.
 - Purchases hospital, lab, and food supplies while working within a budget.
 - Periodically checks pricing across different vendors to assure that optimal prices are obtained.
 - Create & receive purchase orders. Ensure costs are updated in Impromed when products are received.
 - Add new products to inventory system using AVMA Chart of Accounts categories.
 - Reports Budget Totals the 2nd week of each new month to Management group.
- Maintain advanced knowledge of Impromed computer system with the ability to train other staff members, trouble shoot problems, and add/maintain inventory in system.
- Responsible for keeping inventory SOP up to date.
- Maintains outdated inventory and safe disposal of expired medications and supplies.
- Monitor inventory levels and ensure accuracy through twice yearly counts, scheduled & overseen by Inventory Manager.
- Collaborate with Management group to plan for upcoming inventory needs.
- Optimize inventory turnover and minimize carrying costs.
- Identify and resolve any discrepancies in the Impromed practice management software related to inventory products.
- Utilize systems and tools for data collection, analysis, and reporting.
- Implement process improvements to enhance efficiency and accuracy in inventory management, including implementation of the Want List on Impromed.
- Coordinate with the LVT in charge of controlled substances to reconcile counts, dispose of expired products, and form ordering for our controlled drugs.
- Train staff on changes to inventory processes or procedures.