

VACANCY – BUSAMED PAARDEVLEI PRIVATE HOSPITAL

ROLE PROFILE

ROLE TITLE	PHARMACY STOCK CONTROLLER
DEPARTMENT	PHARMACY
REPORTING STRUCTURE	PHARMACY MANAGER
CLOSING DATE	20 APRIL 2021

ROLE SUMMARY

The stock controller is responsible for the control of all stock in the Pharmacy and the rest of the hospital. This includes control over consignment, aged, short dated, excess, and obsolete stock, defective products, and new product information.

SKILLS PROFILE

EDUCATION

- Grade 12 or equivalent NQF Level 4 Qualification
- Intermediate computer literacy

WORK EXPERIENCE

- Three or more years of experience in a private Hospital
- SAP experience essential
- Knowledge and experience of a pharmaceutical stock control system and stock management

KNOWLEDGE

- Follow up on back orders and ordering of Pharmacy stock
- Check stock received by the Pharmacy
- Measure and evaluate stock activity levels for stock and re-ordering purposes
- Maintain stock at agreed value targets (stock days)
- Check expiry dates regularly and ensure the timeous return to suppliers and/or write off of stock
- Control of consumable cost of wards and theatres
- Implement and control systems for stock control in the Pharmacy
- Generate report for wards and ensure replenishments are done and sent to wards/theatres
- In charge of cycle counts and stock take.
- Experience in billings
- Train UM's and ward PA's on stock related matters
- Relieve with billings in the absence of a ward PA

APPLICATION PROCESS

BUSAMED IS AN EQUAL OPPORTUNITY EMPLOYER

The Company's Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Busamed actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to

Applications.Paardevlei@Busamed.co.za and highlight Pharmacy Stock Controller Application as the Subject of the e-mail.

Should you not hear from us by the 30th April 2021, please accept that your application was unsuccessful.

