

VACANCY - MODDERFONTEIN	
Role Title	HOSPITAL STOCK CONTROLLER
Department	PHARMACY
Reporting Structure	PHARMACY MANAGER
Closing Date	14 JULY 2021

ROLE SUMMARY
Hospital stock controller is responsible for the daily stock control in the wards, units, theatre and catheterization lab. This includes control over one for one replenishment control of consignment, aged, short dated, excess and obsolete stock, defective products and new product information of stock in hospital. The primary function of the hospital stock controller is the execution of monthly cyclical counts and the bi-annual stock take for the hospital.

SKILLS PROFILE
EDUCATION
<ul style="list-style-type: none"> • Grade 12 or equivalent NQF Level 4 Qualification • Knowledge and experience of a pharmaceutical stock control system • A diploma in Stock Control, Administration or Inventory management will be an advantage
WORK EXPERIENCE
<ul style="list-style-type: none"> • Three or more years of experience in a Private Hospital • Good computer skills, EXCEL experience & SAP experience will be an advantage • Stock control experience will be advantageous
KNOWLEDGE
<ul style="list-style-type: none"> • Coordinate and plan the bi-annual hospital stock take. • Implement the stock take solution and train all hospital staff on the process. • Supervise the preparation of ward, theatre and pharmacy cyclical counts Investigate variances & present on the final template. Manage and reduce the un binned lists weekly by binning the stock. • Manage slow moving, redundant and damaged and expired stock. • Monitor MB 51 and ensure that correct transaction types are being used for the correct materials. • Manage and resolve all stock related queries on the stock master. • Load consignment stock in all hospital operating theatres. • Implement and deliver systems such as MRP –ward stock replenishment. • Resolve stock related queries in pharmacy, wards & theatre. • Manage DNYB, by resolving queries, reduce stock days, managing consignment stock & cataloguing the hospitals consignment stock on the consignment stock module. • Accountable and responsible for theater billings in order to streamline the billings process. Resolving Consignment queries. • Ensure that patient credits are processed daily & the stock must be packed away daily. • Ensure that all a full series of hospital cyclical counts is completed monthly in all wards and Casualty. • Training and development of all hospital staff on stock related business processes i.e., Ward administrators. • Supervise the pharmacy stock clerks with respect to MRP replenishments, unpacking of stock, bar coding and the packing of the stock onto the shelf. • Ensure that the stock days are below 30 days. • All duties assigned by management from time to time. • Train Unit Managers and Ward Administrators on stock related matters.

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.modderfontein@busamed.co.za before the closing date cited above.

Should you not hear from us by the 28th July 2021, please consider your application unsuccessful.
