



Job Title: Purchasing Technician

Supervisor: Laboratory Supervisor/Pharmacist

FLSA Status: Non-Exempt

Compensation: Commensurate with experience, medical/dental, holiday and paid time off after successfully completing introductory period, 401k

Summary: This position is responsible for ensuring that all supplies and equipment necessary for the daily operations of the pharmacy are available, under the supervision of the Lab Supervisor.

Essential Duties and Responsibilities include the following.

- Review and maintain inventory supply levels as required.
- Identify appropriate order levels, place orders, and monitor accuracy of reordered inventory shipments received.
- Ensure that inventory is properly replenished to the appropriate dispensing areas within the pharmacy.
- Receive and stock product
- Check packing slips and invoices to verify accuracy and ensure that all documents are processed via the accounts payable process
- Maintain Purchase Order log and review and approve invoices for payment
- Identifying opportunities for new product lines and cost saving plans across existing product lines, as required.
- Ensure products are disposed of according to expiration dates and required handling procedures.
- Ensure compliance to all relevant policies to the performance of the role, and maintain records as specified.
- Source new approved vendors for chemicals
- Follow all applicable government regulations including HIPAA.
- Other duties as assigned

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree or equivalent
- 3-5+ years work experience in Purchasing/Procurement
- Must be capable of wearing all protective gear (gown, hair bonnet, mask, beard cover, gloves, goggles)
- Must be able to follow gowning/garbing procedures (cannot wear makeup, must remove jewelry before entering laboratory)
- Must possess strong verbal, written, and oral communication skills; must be able to work independently or with a team
- Recognizes priorities and takes action; makes productive use of time
- Must exhibit punctuality and low absenteeism

- Able to sit and/or stand 8-10 hours or more per day if needed
- May need to lift up to twenty-five (25) pounds on occasion

Requirements upon hire (within 90 days):

- PTCB Certification
- NJ Pharmacy Technician License

DISCLAIMER: The above job description is intended to describe the general nature and level of work being performed by employees assigned to this job. It is not designed to capture or illustrate a comprehensive list of all responsibilities, duties, and skills required of employees assigned to this job.

EQUAL OPPORTUNITY EMPLOYER: Stokes Pharmacy is an Equal Employment Opportunity and Affirmative Action Employer.