

**TOBAGO REGIONAL HEALTH AUTHORITY****Job Title: Inventory Officer**

☐ New

Position Number: _____

☐ Revised

Reports to: Supervisor, Stores and Distribution

Department: Materials Management

Approved by: _____

Date: _____

JOB SUMMARY

Reporting to the Supervisor, Stores and Distribution, the Inventory Officer is responsible for the receiving, storing, picking, distribution, accurate record keeping of movement of stock on stock cards, computerizing the inventory system and is accountable for all stock in Stores and the timely delivery of direct purchases received by Stores to the requesting departments. Ensures the safe keeping of stock, adequate supplies are maintained to meet the needs of end users and maintain the stock in such a way that minimizes obsolescence.

RESPONSIBILITIES

- Monitors stock and determine the maximum, minimum/ safety stocks, reorder levels, buffer stock (disasters and emergencies) and order quantities by applying inventory control techniques, policies and procedures
- Determines classes of items for all stores inventories every six months
- Performs perpetual physical stock counts for the section of stock items designated, and ensures that the physical balance of stock agrees to the stock card balance and to the Great Plains inventory system balance as directed
- Analyzes and generate reconciliation reports for stock variances after perpetual counts; providing reasons for all variances found in the stock balances and ensures that the identified corrections are made
- Ensures adequate supplies of stock items are available at all times for the various end-users
- Submits a weekly critical supplies report to the Manager, Stores and Distribution daily of items that are to be re-ordered and that are near expiry in accordance with the policy on expiry dates
- Ensures no stock outs of critical medical, surgical and food inventory items do not occur. Ensures for non-critical items that stock outs do not exceed 1% of non-critical items in stock per month

- Receives all purchased items that was ordered by the Tobago Regional Health Authority
- Packs items of stock received onto designated shelves in Stores Department
- Takes supplies from shelves and issues them to Wards and Departments as requisitioned or restocks Wards, Health Centres and Departments using the calculated maximum levels of stock requirement, ensuring that items are signed for as received when delivered
- Creates new stock items on the computerized Great Plains inventory system, and the respective unit of measures relating to issuing and ordering measures
- Tags all fixed assets with a representative of the service department responsible for the fixed asset item, in compliance with the fixed asset policy of the TRHA
- Ensures that all stock items issued are charged to the correct cost centre, Great Plains inventory system is correctly updated and all stock cards are accurately updated daily to reflect all stock movement activity
- Assists in the determination of changes in service by Nursing Units and departments that will impact on the type or amount of medical and surgical supplies required
- Schedules and executes semi-annual inventory counts resulting in variances less than 1% between semi-annual physical count and the book value of inventory on Great Plains in the TRHA's financial statements
- Ensures that all deliveries are matched to an approved Purchase Order, checked for accuracy, recorded appropriately noting all short shipments or damaged goods
- Ensures that all non-stock items are delivered promptly to the requesting department, and stock items shelved based in expiry dates
- Ensures that all stock received is recorded accurately on the correct stock cards .
- Issues all received stock items to the various areas of the organization in a timely manner according to set schedules, policies and emergency basis
- Provides the Finance Department with copies of all Receiving Notes and /or documentation to support all stock and non –stock received. Provides original documentation to the Finance Department to support the charges made to cost centres with stock issued from the non-pharmaceutical stores
- Problem solves all concerns related to Stores/Receiving with the relevant departments, ie, Purchasing Department, C40, etc.
- Ensures that all unsafe conditions and practices are identified and corrected in a timely manner including the identification of any equipment that should be repaired or replaced

- Maintains the ongoing cleanliness of the stores/ receiving workspace including all equipment, office space, etc.
- To analyse and identify the inefficiencies in the services of the Stores department and recommends how efficiencies can be achieved in the running of the unit.
- Identifies, recommends, develops and implements change and ensure compliance to meet Accreditation Standards, applicable legislation, MOH/DHSS and TRHA directives, protocols, policies and procedures as is instructed by the Manager, Stores and Distribution
- Assists in the development of policies related to all functions of the Stores department
- Ensures effective internal control systems and processes in place to maintain the value of the assets in inventory and/ or in the receiving area and eliminate pilferage/ shrinkage of inventory and or items that have been received for delivery to requisitioning departments
- Understands and correctly applies knowledge and ensures compliance of Public Health, Infection Control and Occupational Health and Safety requirements to the receiving, distribution and storage of all non-pharmaceutical stock and equipment
- Adheres to Accreditation Standards, Public Health, Infection Control, Occupational Health and Safety, MoH/ DHSS, Board/ Registering Body and TRHA Protocols, Guidelines, Policies and Procedures
- Performs other related duties as required

ACCOUNTABILITIES

- Accountable for all un-reconciled shortages in stock balances in Stores.
- To determine and effect efficient systems:- inventory control measure, warehouse layout planning, forecasting, scheduling and logistics.
- Works closely with Purchasing to identify and plan, maximum space available to stock supplies
- Ensures systems are in place to reduce the obsolescence of stock to less than 1% of the inventory value
- Ensures there is a process to verify the quality and quantity of all items delivered and taken into inventory
- Provides the Finance Department with the information on all movements of stock items from non-pharmaceutical stores for them ensure that cost centres were accurately charged with all movements in stock
- Provides usage information to each of the cost centres to assist them in developing their annual budgets or problem solving their budget overruns

AUTHORITIES

- To liaise with intra and inter-departmental representatives
- Scheduling projects in order of priority that results in the end users receiving all requisitioned stock items as per the agreed upon delivery schedule from Stores.

- To work with C40 and the Auditor General's staff to meet general accepted principles related to the receiving of goods and inventory management

SPECIAL REQUIRMENTS

- Willing to work overtime, public holidays and weekends as requested by the Supervisor, Stores and Distribution
- Staff must avail themselves as far as possible for duty in the event of an emergency or disaster

SUPERVISORY RESPONSIBILITY

None

REPORTING

Reports directly to the Supervisor, Stores and Distribution or duly authorised officer

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to perform cost control and cost/benefit analysis
- Strong leadership and people management skills
- Working knowledge of medical and surgical supplies or the ability and the willingness to learn about these products and their uses
- Proficiency in Microsoft Office Suite, Word including the set up of tables, Excel including a working knowledge of pivot tables and Power Point with excellent presentation skills
- Experience in Great Plains or any other suitable database application would be an asset

CREDENTIALS AND EXPERIENCE

- Bachelor's degree in Supply Chain and Logistics Management, Finance and Management or Industrial Engineering, with suitable qualifications in Warehousing and Inventory Management.
- Two (2) years experience in warehouse/ inventory management and facility layout (preferably within a busy hospital setting)

APPROVALS:

Supervisor: _____

Date: _____

Human Resources: _____

Date: _____

CEO: _____

Date: _____

Employee Review:

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Authority's needs. I have been given a copy of this description.

Incumbent's Signature: _____ **Date:** _____