

Inventory Manager

A successful inventory manager must:

- Maintain an adequate but tight stock of inventory items
- Know when to purchase seasonal specials, such as flea and tick preventives
- Know the products that are available, including new items on the market
- Manage cost control and obtain the lowest pricing
- Meet with sales representatives, ask about promotions, and discuss new products with the doctors and staff
- Provide the practice manager with a list of drugs expiring in the next eight weeks (monthly)
- Provide the practice manager with a list of all expired drugs (quarterly)
- Discuss return and replacement policies with drug companies
- Review inventory by categories on a rotating basis so that all are reviewed a minimum of twice yearly
- Review control-drug inventory and log for accuracy, make sure spelling and strengths of medicines are correct
- Check price, dispensing fee, minimum fee, markup, discounts, and tax for accuracy
- Follow up with clients on refilling prescriptions and educate them on available discounts
- Oversee the practice manager when he or she orders office supplies and other inventory items
- Advise the practice manager when he or she enters products into the inventory log
- Advise the staff about how to maintain proper inventory controls
- Take an end-of-the-year inventory between December 1 and 25 each year