

Job Description – Stock Co-ordinator

Title

Stock coordinator and general assistant

Major Purpose of Job

To coordinate the order and delivery of stock on a daily basis, ensuring there is the required amount of stock on site. To ensure there is minimal wastage of stock. Regular general housekeeping duties and maintenance as well as reception duties. Care of cattery cats.

Hours of Work

Existing hours at an average of 39.5 per week (1 hour lunch break Monday to Friday):

Monday 9am-5.30pm

Tuesday 9am-5.30pm

Wednesday 9am-7pm

Thursday 9am-5.30pm

Friday 9am-5.30pm 1 in 3 Friday lates

Saturdays (1 in 4) 9am-12.30pm (time in lieu the following Friday afternoon for this)

Salary

Minimum wage

Line Managers

Head Nurse Jess Hotchin

Head Vet John Thompson

Location

Buxton surgery: Overdale Vets

Main Duties

- Unpacking daily deliveries and ensuring stock is rotated. Check off what has been ordered, and input on RoboVet (practice management system) accurately by releasing the online order and adding any necessary batch numbers (for example control drugs and large animal stock)
- Return stock if no longer required/ordered incorrectly/not correct or damaged in line with Centaur procedures
- Maintain accurate records of inventory and stock management systems (IVC, RoboVet, Vet Car log, etc)
- Ensure regulation of in-stock level complies with inventory parameters (within minimum and maximum levels)
- Develop inventory control models that promote lower wastage costs

- Ensure the proper arrangement and amount of stock on site, conducting daily orders to maintain between minimum and maximum levels
- Carry out a weekly stock take on specific areas to ensure stock levels are in line with what is recorded on RoboVet
- Take the lead on the annual total stock take
- Organising stock on shelves to include stock rotation and checking dates
- Keeping fridge stock organised, keeping a close eye on expiry dates, and monitoring the fridge temperatures
- Seasonal vaccine ordering
- Regular reception cover including answering phones and serving clients
- Restocking consumables in consult rooms
- Care of the cattery cats throughout the day including feeding and cleaning and raising any concerns to veterinary nursing team
- Clean and package surgical kits
- Ensure a constant run on the autoclave to sterilise items as needed and efficiently
- Cleaning of clinical areas as needed
- General cleaning duties such as cleaning kennels and washing

Time Guideline for Day

- 8.30am-9.30am cattery
- 9.30am-11am unpack order
- 11.00am-12pm input, adjust and manage stock on the computer
- 12pm-2pm assist on reception, clean through reception and consulting areas and take 1 hour lunch break when suitable
- 2pm -3pm continue with above tasks if unfinished
- 3.00pm-3.30pm assist in back clinical areas with cleaning
- 3.30pm-4.30pm check and place stock order
- 4.30pm-5pm cattery
- 5pm onwards reception when working late

Knowledge and Skills Required

- A basic knowledge for what drugs are used for and seasonal stock requirements and the ability to anticipate the need for this
- Ability to use RoboVet online ordering system and stock control system
- A high level of organisational skills, accuracy and efficiency
- A good relationship with farm clients existing and new, to understand and anticipate their needs
- Good and pleasant manners in both face to face and telephone contact with clients

Benefits

- Pension: NEST pension scheme
- Annual Leave: 25 days holiday plus Bank Holidays
- Sickness: 5 days paid sickness per 12 month period
- Discount: on pet products and services within the business
- Company perk package including high street shopping, gym, and cinema discounts
- Birthday day off
- CPD: No CPD allowance, however all applications will be considered