



Position: Pharmacy Inventory Coordinator
Program: Pharmacy
Department: Health Services
Reports to: Pharmacy Finance and Inventory Supervisor
Salary: \$49,920 Annually
Status: 100%, Full-Time, Exempt, Regular
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan.

JOB SUMMARY: Under the direct supervision of the Pharmacy Finance and Inventory Supervisor, the Pharmacy Inventory Coordinator performs all aspects of inventory management including drug ordering, creating/maintaining drug profiles in QS1, price updates, perpetual and quarterly inventories, oversees inventory/maintenance of the automated filling equipment, and drug returns through the reverse distributor for all pharmacy, dispensary and clinic medication rooms at various locations. The Pharmacy Inventory Coordinator is also a member of the 340B compliance team.

ESSENTIAL FUNCTIONS:

- 1) Orders, fills, and maintains the automated filling equipment every morning including labels, vials, etc. to ensure proper operation;
- 2) Removes all expired medications and maintains these drugs in a separate location and assists the reverse distributor on a regular schedule;
- 3) Communicates with providers and staff primarily via weekly email notifications regarding any related stock issues (specifically hormones);
- 4) Completes floor orders including purchasing and preparation for pick up;
- 5) Works in conjunction with the clinic to achieve and maintain 340B compliance;
- 6) Make changes to QS1 quantities as needed after perpetual inventory or general inventory spot counts;
- 7) Adds new drugs as needed into QS1 while accurately maintaining existing items within QS1;
- 8) Interacts with all patients, external pharmacies, medical providers, other staff members, etc. in a professional, friendly, and courteous manner to optimize customer service in the pharmacy;
- 9) Performs audit control functions such as the review of drug usage records, PAR levels, and any related inventory issues;
- 10) Orders, receives and stores incoming supplies; counts stock and enters data into pharmacy management system per Los Angeles LGBT Center procedure, including random inventory stock verifications;
- 11) Maintains all paperwork and filing as required by federal and state pharmacy law;
- 12) Performs monthly inventory counts, including entering, and monitoring weekly perpetual inventories such as all controlled substances and top 10 antiretrovirals (ARV);
- 13) Helps maintain orderly, clean environment in the Pharmacy;
- 14) Participates in staff meetings, planning meetings and other meetings as needed including participation of the 340(b)-compliance team;
- 15) Assist Financial Coordinator(s) as needed;
- 16) Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Current California Pharmacy Technician License;
- 4) Minimum of 2-3 years of experience in a high-pressure professional medical environment and ability to work some evenings and weekends;
- 5) National Pharmacy Technician Certification preferred;
- 6) Good verbal and written communication skills, including good organizational, detail and interpersonal skills;
- 7) Ability to work with pharmacy applications and other software systems; knowledge of QS-1 preferred;
- 8) Bilingual a plus (English/Spanish fluency preferred);
- 9) Access to reliable transportation and the ability to be insured;
- 10) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.