

Objectives

To be responsible for the releasing orders of all Drugs/Consumables/Media to all centers through timely with cost effective procurement; to handle overall management of inventories of all types.

Operational Requirements

1. FORECASTING & PLANNING
 - a. To study historic inventory records, consult and prepare forecasts of the inventory requirement and to Interface with all Centers in a periodic manner to ascertain the needs of various Drugs & Consumables.
 - b. To consult center pharmacist/stores team and to be aware of inventory needs/shortage/expiry for effective inventory management.
2. NEGOTIATION & PURCHASE
 - a. Collect all requirement from centers and source in the market as availability for getting better quotes.
 - b. To carry-out negotiations with multiple vendors and to evaluate/finalize reliable and cost-effective vendors against requirement and present for Group contract.
 - c. To check the material ordered is of the agreed quality & meets the minimum standards set by the quality department
3. USAGE & ADHERENCE
 - a. To ensure system wide maintenance and tracking of the stock of various materials in the inventory. Implants usage proper records maintenance with CPU report.
 - b. To support procurement head in tracking the consumption of surgical consumables
 - c. Frequent intervals Check excess/expiry/leftovers inventories from centers and coordinate with concern vendors for removal/exchange of the same to avoid dead inventories.
 - d. Maintain Vendor data base; create vendor evaluation time to time as required by management.
 - e. To ensure maintenance of vendor sources for all emergency supply items
 - f. To ensure that established safe practices are followed in the transportation and storage of hazardous material

Key MIS Measurables and Result Areas

1. Vendor database management.
2. Cost saving Initiatives.
3. Consumption/Expiry/Slow/Non Moving report with ABC Classification and Category.
4. Expiry/Slow/Non Moving report.
5. Purchase Order creation & supply with minimum timeline against center requirement.
6. New innovations Alternative products usage (generics vs. branded) for cost savings through minimizing the wastage of materials
7. Adding more Group Rate Contract for common usage.