



Pharmacy Administrator

About Soi Dog Foundation:

Soi Dog Foundation is the largest animal welfare organisation in Asia dedicated to helping stray dogs and cats. Soi Dog Foundation sterilises, vaccinates, administers medical treatment, shelters, promotes adoption of stray dogs and cats in Thailand, and runs education programmes on animal welfare. Soi Dog Foundation is also actively working to end Asia's dog and cat meat trade.

Soi Dog's Mission Statement is: **“To improve the welfare of dogs and cats in Asia, resulting in better lives for both the animal and human communities, to create a society without homeless animals, and to ultimately end animal cruelty”.**

For more information, please visit www.soidog.org

JOB DESCRIPTION

Job Title and Summary: The Pharmacy Administrator is responsible for the effective management of pharmacy operations, including inventory control, procurement, and distribution of medications, medical supplies, medical devices, prescription diets etc. This role ensures compliance with all regulatory requirements and internal policies while maintaining efficient operations to support the foundation's works.

Key Responsibilities:

Inventory Management:

- Monitor and maintain appropriate inventory levels to meet organizational needs and prevent shortages or excess stock.
- Conduct monthly stock counts, utilizing inventory management software to track discrepancies.
- Prepare detailed inventory reports for management review, highlighting trends and issues.

Procurement:

- Prepare and submit purchase requests, ensuring timely procurement of necessary items.
- Confirm orders with suppliers, maintaining communication to resolve any issues with delivery or product availability.
- Compare prices and request quotes from multiple vendors, ensuring the best value for the foundation.

Product Verification:

- Inspect incoming medications, medical supplies, medical devices, prescription diets and etc. upon delivery to verify they match purchase orders in terms of quantity and quality.
- Check expiration dates and ensure all products are clearly labeled before storing, preventing the use of expired items.

Storage and Organization:

- Organize and store medications and supplies according to manufacturer guidelines and regulatory standards.
- Implement and maintain the First Expire-First Out (FEFO) method to minimize waste and ensure product efficacy.

Dispensing Medications and supplies:

- Accurately prepare and dispense medications, medical supplies, medical devices, prescription diets and etc. based on requisition forms.
- Maintain detailed records of all dispensing activities, ensuring traceability and accountability in accordance with regulatory standards.
- Allocate donated medications and supplies to appropriate departments based on need, maintaining an equitable distribution process.

Medical Equipment Maintenance:

- Regularly check and maintain medical equipment to ensure functionality and compliance with safety standards.
- Record and coordinate repairs for any equipment needing maintenance, working with external service providers as necessary.

Environmental Control:

- Monitor and document storage conditions, including temperature, light, and humidity, to ensure optimal storage of medications.
- Maintain cleanliness and organization of the pharmacy area

Regulatory Compliance:

- Ensure adherence to all pharmacy regulations and organizational policies.
- Maintain accurate records of all pharmacy operations and activities.
- Generate and submit reports on inventory status, including reports on inactive stock.
- Prepare monthly summaries of inventory activities for management, highlighting any concerns or recommendations.

Collaboration:

- Work collaboratively with other departments (e.g., CNVR team, nursing, administration) to ensure efficient operations and support organizational goals.
- Participate in interdepartmental meetings to address any pharmacy-related issues and promote best practices.

Additional Duties:

- Assist team members in daily operations and perform additional tasks as assigned, demonstrating flexibility to meet the organization's needs.

- Stay informed about new regulations, products, and trends in pharmacy practice to enhance knowledge and performance.

Qualifications:

- Bachelor's degree in pharmacy, Veterinary Technology, Veterinary Nurse or a related field.
- Experience in pharmacy administration or healthcare operations preferred.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills, with the ability to collaborate with diverse teams
- Proficiency in inventory management systems (QuickBooks) and Microsoft Office, particularly Excel for data analysis.

Working Conditions:

- May require lifting heavy boxes or bags ≤ 30kg. and working in a clinical environment.
- Exposure to various medications and medical supplies, necessitating adherence to safety protocols.

Department and Supervisor: Department of Animal Welfare-Hospital – Pharmacy Manager

Location: Mai Khao, Phuket

Type of Employment: Full-time

Benefits:

- Five-day work a week, 40 hours per week with two days off. Employee may start and finish work different times depending on their duties as directed by their manager.
- 19 annual holidays (including Thai National Holidays 13 days) rising to 25 days with year of service
- Annual Salary Adjustment
- Annual Service bonus
- Social Security
- Provident Fund
- Uniform

HOW TO APPLY

Please send your CV, together with a covering letter detailing why you think you would be appropriate for this role, to hr@soidog.org

Short-listed candidates will be contacted.