

## Inventory Executive (Pharmacy)

REFERENCE NO.: GHK-IE-PHA

### Job Descriptions:

As a key innovative member of the hospital pharmacy team, you will be responsible for assisting the Pharmacy team to handle departmental procurement / inventory workflow, focusing on effective efficient delivery of pharmacy operations that support hospitals' safe medication management processes. Your duties include but are not limited to the following:

- Perform and execute procurement and inventory control activities, and other related pharmacy services
- Monitor inventory levels and conduct periodic stock-take at designated pharmacy locations
- Up keep products and inventory database in Pharmacy IT system
- Perform billing, data entry, clerical and administrative supports in daily pharmacy operation
- Assist Pharmacy Team in inventory related operations of hospital pharmacy services and other assigned duties.

### Requirements:

- Candidate must possess at least an accredited associate degree or an accredited higher diploma in relevant or related discipline from a Hong Kong tertiary institution
- Previous training in Dispensing Studies / Pharmaceutical Technology equivalent, will be an advantage
- Previous hospital / or clinic relevant experience desirable
- Proficient in both oral and written English & Cantonese/Chinese
- Shift duty may be required

### Preferred Attributes:

- A team player with excellent communication skills
- Knowledge in computer systems
- Be motivated to achieve within a dynamic, multidisciplinary environment
- Innovative, adaptive, with good customer service attitude