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Job Title	Price File Manager- Pharmacy/ Senior Stock Controller
Division	Hospital
Location	Johannesburg Surgical Hospital
Reporting Structure	Group Pharmacy Manager

Job Summary

The Price File Manager/ Senior Stock Controller will manage the pharmacy's stock, inventory, and price file across Johannesburg Surgical Hospital (JSH) and associated group facilities. This role is critical in ensuring the accuracy of pricing, the efficient management of pharmaceutical stock, compliance with regulatory requirements, and alignment with the group's financial objectives. The Price File Manager will oversee the procurement, stocking, and distribution of pharmaceuticals and related supplies while ensuring financial accountability and cost control.

Requirements

- Proficiency in using pharmacy management systems (e.g., SAP, MediTech, Trimmed, GoodX, or similar platforms).
- Strong understanding of pricing mechanisms, stock control, and pharmaceutical procurement processes.
- Advanced Microsoft Excel skills for data analysis, financial reporting, and price file management.

Qualifications

- Bachelor's Degree or Diploma in Pharmacy, Supply Chain Management, Business Administration, or related field.
- Certification in Inventory Management or Pharmaceutical Logistics is advantageous.

Experience

- Minimum of 3-5 years of experience in a pharmacy setting, with significant exposure to stock management and pricing systems.
- Experience in managing price files or inventory systems within the healthcare sector is essential.
- Prior experience in a managerial or supervisory role related to supply chain, logistics, or stock control is preferred.
- Experience working on Trimmed / GoodX, and i-Qest price file systems will be advantageous.

Responsibilities

- **Price File Management:**
 - **Create and Maintain the Price File:**
 - Establish and maintain an accurate and up-to-date price file for pharmaceuticals, medical supplies, and consumables across the hospital group.
 - Ensure that all pricing changes, such as vendor price updates, discount structures, and mark-ups, are accurately reflected in the system.
 - **Ensure Pricing Accuracy:**
 - Conduct regular audits to ensure the integrity of the price file and resolve discrepancies that arise between stock costs and selling prices.
 - Monitor and align price adjustments based on group purchasing agreements, market conditions, or contractual obligations with suppliers.
 - Ensure that pricing updates are communicated to all relevant departments, including finance, billing, and procurement.
- **Stock and Inventory Management:**
 - **Oversee Stock Control:**
 - Ensure the accurate management of stock levels within the pharmacy and across all hospitals in the group, focusing on essential medications, surgical items, and medical consumables.
 - Manage procurement processes, including sourcing, ordering, and receiving pharmaceuticals, in line with JSH's needs and supplier agreements.

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- Implement stock optimization techniques to minimize overstocking, stockouts, and wastage, ensuring that stock levels are aligned with demand forecasts.
- **Coordinate Stock Movements:**
 - Supervise the inter-hospital transfer of pharmaceutical stock within the group to ensure efficient use of resources.
 - Ensure the timely and accurate distribution of pharmaceuticals between the central pharmacy and satellite or group facilities.
 - Manage any stock recall processes or returns to suppliers, ensuring compliance with regulatory requirements.
- **Procurement and Supplier Management:**
 - **Vendor and Supplier Relationship Management:**
 - Liaise with pharmaceutical vendors, suppliers, and wholesalers to negotiate contracts, secure favourable pricing, and ensure timely deliveries of stock.
 - Manage supplier agreements and ensure that JSH benefits from group-wide economies of scale in the procurement of pharmaceutical products.
 - Address supplier performance issues, including delays, pricing discrepancies, or non-compliance with agreed terms.
 - **Stock Ordering and Replenishment:**
 - Manage the procurement cycle from order placement to receipt and invoicing, ensuring that all purchasing activities are tracked and recorded accurately.
 - Establish stock reorder points based on demand trends and ensure the timely replenishment of critical stock items.
- **Financial Accountability and Cost Control:**
 - **Financial Reporting and Cost Management:**
 - Analyze stock and pricing data to provide regular financial reports to hospital management, including insights on stock costs, profit margins, and pricing strategies.
 - Work closely with the finance department to ensure that all stock and pricing adjustments align with the hospital's financial objectives and budgets.
 - Implement cost-saving initiatives related to stock management and procurement, including identifying alternative suppliers, group purchasing opportunities, and bulk buying discounts.
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- **Budget Management:**
 - Contribute to the development of the pharmacy department's budget, ensuring that stock-related costs are forecasted accurately.
 - Monitor the pharmacy's budget performance and work with finance to rectify any cost overruns related to stock and inventory.
- **Compliance and Risk Management:**
 - **Regulatory Compliance:**
 - Ensure that all pharmaceutical procurement and stock management activities comply with South African regulations and industry standards, including Good Pharmacy Practice (GPP) guidelines.
 - Maintain accurate records of pharmaceutical purchases, stock levels, and price changes for audit purposes.
 - Ensure that expired stock is identified, removed from inventory, and disposed of according to legal and regulatory requirements.
 - **Risk Mitigation:**
 - Implement and oversee processes to minimize stock wastage, theft, and mismanagement, ensuring tight inventory controls are in place across all hospital sites.
 - Conduct regular risk assessments to identify vulnerabilities in the stock management process and implement corrective actions to mitigate risks.
- **Systems Management and Process Improvement:**
 - **Optimize Inventory Management Systems:**
 - Utilize and optimize pharmacy management software systems to streamline stock ordering, pricing updates, inventory tracking, and supplier management.
 - Regularly review system-generated reports to identify opportunities for improving stock control, procurement efficiency, and pricing accuracy.
 - **Drive Continuous Improvement:**
 - Collaborate with hospital leadership and pharmacy staff to implement best practices in stock management and pricing strategies.
 - Lead efforts to standardize pricing and stock management processes across the hospital group, ensuring consistency and operational efficiency.
 - Continuously seek out ways to improve the accuracy, efficiency, and cost-effectiveness of the stock management process.

Company needs

Attention to Detail: Highly detail-oriented, with the ability to ensure pricing and inventory records are accurate and up-to-date.

Analytical Skills: Strong analytical abilities, with a focus on data-driven decision-making to manage pricing, stock levels, and procurement processes.

Problem-Solving: Capable of identifying issues related to stock shortages, pricing discrepancies, or supplier performance and implementing effective solutions.

Communication and Negotiation: Excellent communication and negotiation skills to engage effectively with suppliers, pharmacy staff, and senior management.

Leadership: Demonstrated leadership abilities, with experience managing pharmacy stock, inventory teams, or procurement departments.

Adaptability: Ability to thrive in a fast-paced, dynamic environment and adjust to changing operational and group needs.

Financial Acumen: Strong understanding of financial management principles, particularly in the areas of cost control, budgeting, and procurement.

Johannesburg Surgical Hospital is an equal opportunity employer.

The Company's approved Employment Equity Plan and targets will be considered as part of the recruitment process aligned to the Company's Employment Equity strategy.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to chiara.els@jsh.co.za

Please Note:

By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purpose relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without your prior consent.

Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful