



## Pharmaceutical Purchaser

**Posted by:** BC Clinical & Support Services

**Posting date:** 23-Apr-2023      **Closing date:** 06-Aug-2023

**Education:** Secondary (high) school graduation certificate

**Language:**

**Job location:**

**Salary:** \$\$32.36

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ5007553

Expired

## Job description:

### Pharmaceutical Purchaser

BC Clinical & Support Services  
Burnaby, BC

Places orders for pharmaceuticals and pharmacy supplies/services according to established policies and procedures; participates in industry group purchasing committees regarding vendor selection, tenders, price negotiation and vendor contracts. Sources and selects vendors for non-formulary and special program medications. Establishes and/or revises inventory levels based on pharmacy site usage and maintains the pharmacy purchasing database with new drug contract and pricing information.

### What you'll do

- Maintains drug inventory levels for the Pharmacy by establishing and/or revising optimum re-order points based on site utilization and inventory flow patterns and by preparing and placing purchase orders with pharmaceutical wholesalers and vendors.
- Monitors delivery dates and, as required, resolves shipping problems and expedites deliveries to ensure adequate inventory levels. Determines alternate suppliers for backordered and discontinued drug products. Maintains and updates information about backordered and discontinued products on the Pharmacy intranet.
- Maintains the perpetual inventory system by conducting cyclical and spot counts; comparing the actual count with the recorded inventory level; investigating and resolving any discrepancies and referring any significant findings to the Manager.
- Adds new drug products to the computer system according to established guidelines. Maintains the drug database with new contract, supplier and price information.
- Returns outdated drug products to suppliers by contacting the vendor for return authorization, completing required documentation such as material release forms and sending products to suppliers for credit.
- Assists accounting personnel in billing enquiries to ensure correct billing details are processed.

#### Working Relationships

- Participates, as an Interior Health Pharmacy Services representative, in industry group purchasing committees and activities such as Drug Contract Tender and Awards meetings, Product Evaluation and Vendor Quality Management committees regarding vendor selection, tenders, price negotiation and vendor contracts. Gathers purchasing and inventory distribution data and statistics as required to support drug contract management and group purchasing and Interior Health Pharmacy Services.
- Obtains pricing information and sources pharmacy dispensary and compounding equipment and supplies as necessary. Meets with vendors as required to discuss products, pricing, credits and/or to resolve problems as necessary.
- Coordinates drug recalls by notifying the Pharmacy sites of the recall and level of urgency; tracking the site responses; quarantining and returning recalled medications and maintaining documentation of the recall in accordance with Interior Health Pharmacy Services QI/Risk Management policies and procedures.
- Sources and selects vendors for non-formulary, Special Access Program medications and special program medications (e.g. Public health, HIV prophylaxis kits) in collaboration with the Interior Health Pharmacy Formulary Manager, upon receipt of appropriate documentation.
- Performs other related duties as required.

### What you bring

#### Qualifications

- Grade twelve (12), graduation from a recognized Pharmacy Assistant Program supplemented by recognized purchasing courses plus four years' recent related experience or an equivalent combination of education, training and experience.

#### Skills & Knowledge

- Commitment to upholding the shared responsibility of creating lasting and meaningful reconciliation in Canada as per TRC (2015) and BC's Declaration on the Rights of Indigenous Peoples Act (2019).
- As a strong asset for consideration, we are looking for our successful candidate to have: Knowledge of social, economic, political and historical realities impacting indigenous communities and familiarity with Indigenous Cultural Safety and anti-racism and accompanying reports (BC DRIPA, TRC, etc.).
- Ability to communicate effectively both verbally and in writing.

- Ability to deal effectively with others.
- Ability to organize work.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position.

### What we bring

Every PHSA employee enables the best possible patient care for our patients and their families. Whether you are providing direct care, conducting research, or making it possible for others to do their work, you impact the lives of British Columbians today and in the future. That's why we're focused on your care too – offering health, wellness, development programs to support you – at work and at home.

- Join one of BC's largest employers with province-wide programs, services and operations – offering vast opportunities for growth, development, and recognition programs that honour the commitment and contribution of all employees.
- Access to professional development opportunities through our in-house training programs, including +2,000 courses, such as our San'yas Indigenous Cultural Safety Training course, or Core Linx for Leadership roles.
- Enjoy a comprehensive benefits package, including municipal pension plan, and psychological health & safety programs and holistic wellness resources.
- Annual statutory holidays (13) with generous vacation entitlement and accrual.
- PHSA is a remote work friendly employer, welcoming flexible work options to support our people (eligibility may vary, depending on position).
- Access to WorkPerks, a premium discount program offering a wide range of local and national discounts on electronics, entertainment, dining, travel, wellness, apparel, and more.

**Job Type:** Regular Full-time

**Wage:** \$32.36 / Hour

**Location:** 1795 Willingdon Ave, Burnaby, BC V5C 6E3

**Hours of Work:** 0730 – 1530 (Monday to Friday)

**Requisition #** 144212E, 144215E, & 144217E

**As per the current Public Health Order, full vaccination against COVID-19 is a condition of employment with PHSA as of October 26, 2021.**

### What we do

The Provincial Health Services Authority (PHSA) plans, manages and evaluates specialized health services with the BC health authorities to provide equitable and cost-effective health care for people throughout the province. Our values reflect our commitment to excellence and include: Respect people – Be compassionate – Dare to innovate – Cultivate partnerships – Serve with purpose.

Learn more about PHSA and our programs: [jobs.phsa.ca/programs-and-services](https://jobs.phsa.ca/programs-and-services)

PHSA is committed to employment equity, encouraging all qualified individuals to apply. We recognize that our ability to provide the best care for our diverse patient populations relies on a rich diversity of skills, knowledge, background and experience, and value a safe, inclusive and welcoming environment.

Reconciliation is an ongoing process and a shared responsibility for all of us. The BC Governments' unanimous passage of the Declaration on the Rights of Indigenous Peoples Act was a significant step forward in this journey—one that all health authorities are expected to support as we work in cooperation with Indigenous Peoples to establish a clear and sustainable path to lasting reconciliation. True reconciliation will take time and ongoing commitment to work with Indigenous Peoples as they move toward self-determination. Guiding these efforts Crown agencies must remain focused on creating opportunities that implement the Truth and Reconciliation Commission Mandate.

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