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# Example of Pharmacy Buyer Job Description

Our company is looking to fill the role of pharmacy buyer. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for pharmacy buyer

* Prepares unit dose drug orders to include packaging and labeling of medication under the pharmacist's direction
* Cleans various areas of the department as required
* Fills patient medication bins, floor stock exchange carts, automated dispensing machines (by Certified Pharmacy Tech Only) and anesthesia boxes, under supervision of the pharmacist
* Maintain accurate inventory levels with an emphasis on service levels and inventory turns
* Utilize system reports and knowledge of warehouse activities to maintain accurate inventory records
* Communicate all significant inventory information to CSC Pharmacy Manager and Warehouse Logistics Manager to help facilitate shortage detection
* Direct cycle counting program and assist in performance of cycle counts if needed
* Review and process GSO on determined days
* Assist in communicating and handling of product recalls
* Assists facility pharmacy buyers on all product substitutions when backorders occur during the normal procurement process

## Qualifications for pharmacy buyer

* Assist CSC in maintaining required pedigree documentation for eligible products
* Evaluate inventory levels, making adjustments to inventory min/max/reorder levels, safety stock, lead times and inventory formulas to ensure sufficient supply to meet customers’ needs while maintaining targeted inventory levels
* Assist in management of critical stock pile medications
* Handle process for return/destruction of all expired/recalled CSC pharmacy products
* Identify and analyze product trends by supplier and SKU and make recommendations for SKU reduction at CSC based on utilization data
* Monitor new releases (contract and or generic) and communicated to facility staff