

# Cornell University Veterinary Specialists

Cornell University Veterinary Specialists (CUVS) is a specialty and 24-hour emergency veterinary hospital located in easily accessible Harbor Point, Stamford CT. CUVS's mission is to be a veterinary center that redefines the delivery of specialty and emergency medicine by bringing together the best of private practice with the best of academia to benefit pets, owners, and the profession. Our ethos is simple: you cannot have the best medicine without the best people. So, at CUVS, we take a very different approach to hiring, training and empowering our people. And we promote a culture that brings out the best in everyone. For more information about Cornell University Veterinary Specialists, please visit our website at [www.cuvs.org](http://www.cuvs.org).

## **JOB SUMMARY Inventory and Purchasing Coordinator (Full-Time)**

The Inventory & Purchasing Coordinator is responsible for receiving, storing, and distributing supplies across all departments, conducting hospital-wide inventory counts at month end, maintaining inventory in the inventory management database and assisting in the department as directed by the Procurement Director, or Chief Medical Officer (CMO). This role reports to the Procurement Director.

### **KEY RESPONSIBILITIES:**

- Punctuality, and ability to work occasional additional hours when deemed necessary by the Procurement Director
- Fulfill and distribute departmental supply requisitions
- Inquire with departments on request submissions to ensure departmental orders are accurate prior to distribution
- Transfer and maintain inventory within the inventory management database
- Prepare supply orders with vendors staying within budgetary guidelines set by the Procurement Director
- Create and receive purchase orders within the inventory management database
- Communicate with vendors on status of outstanding orders as well as discrepancies with quality and quantity
- Follow up with vendors and notify Procurement Director regarding product recalls and backorders
- Conduct physical cycle and month-end inventory counts
- Keep track of expired inventory throughout the hospital, and work to compile for proper disposal
- Unpack boxes and stock shelves with each inventory delivery
- Ensure that central supply is always clean and organized
- Other duties as reasonably directed by the Procurement Director



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## WORK ENVIRONMENT:

- Large state-of-the-art specialty and emergency veterinary facility with fast-paced environment and frequent emergency situations
- Constant proximity to dogs and cats of all sizes and dispositions

## SKILLS AND CHARACTERISTICS FOR SUCCESS:

- Excellent attention to detail and accuracy; able to precisely follow detailed instructions
- Mathematical and problem-solving skills
- Excellent time management and organizational skills; able to plan work to meet definite set objectives
- Adaptability, being able to quickly learn new systems and assimilate medical information
- Personal accountability; good judgment, ability to work independently, proactively, and with a sense of ownership
- Ability to input data in a computer system
- Comfort working in close proximity with dogs and cats of all sizes and dispositions
- Ability to climb ladders and stairs as well as bend and lift boxes up to 20 lbs.

## EDUCATIONAL BACKGROUND AND WORK EXPERIENCE:

- High school diploma or equivalent
- 3–5 years' experience (human or veterinary hospital setting preferred but not required)

## COMPENSATION:

Compensation for this role is competitive and commensurate with experience. Additionally, CUVS offers a comprehensive benefits package to all full-time employees.

## TO APPLY:

Please send a resume (cover letter is optional) to:

Alexandra Ocampo Carr, HR Manager, [hr@cuvs.org](mailto:hr@cuvs.org)

Cornell University Veterinary Specialists is an equal opportunity employer and an organization that values diversity. People from all backgrounds are encouraged to apply. To learn more about our Core Values, please visit [www.cuvs.org/about\\_us/mission\\_values](http://www.cuvs.org/about_us/mission_values)

