



Veterinary Specialists of Sydney

Phone: 02 8376 8767 (VSOS)

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ABN: 16 628 288 595

Inventory and Purchasing Officer

We have an exciting opportunity for a full time or part time well-organised Inventory and Purchasing Officer to join our growing team. As the Inventory and Purchasing Officer, you will carry out all tasks allocated by the management team, which may include conducting research on potential vendors and suppliers, inventory management, ordering, inspecting goods, and updating records. At Veterinary Specialists of Sydney (VSOS) everything we do is based upon the belief in our team. This belief centres on treating our staff, clients and suppliers as part of our VSOS family and strive to deliver the best outcomes every single time. If your wish is to join a family-like culture, then please reach out to us.

To be successful as an Inventory and Purchasing Officer you should be able to multitask and evaluate products and vendors. Exceptional Inventory and Purchasing Officers should be great communicators and negotiators with a keen eye for detail.

About us:

We provide hybrid specialist service and have a state-of-the-art 24hr emergency and specialist hospital as well as a very busy mobile medicine service. The Advanced Treatment Centre (ATC) has a brand new imaging equipment, including human grade MRI and CT offering the latest advanced technology. We have a dedicated team of over 60 key personnel caring for our clients and giving their undivided attention to each and every patient.

The ideal candidate will have an open mind, be adaptable, willing to learn, be a team-player and have great communication skills. We love to work as a team and bounce ideas off one-another; sharing of knowledge, technique and experience with each other is vital.

Duties:

- Procure, negotiate, and contract for necessary supplies, goods and materials
- Track and reconcile inventory and purchases across systems such as Cubex and Ezyvet
- Request quotes, solicit bids, and evaluate results to select the appropriate vendors
- Work with users and consumers to meet demands and follow guidelines
- Updating and maintaining records of all orders, payments, and received stock
- Coordinating and following up on delays or backorders that have been rescheduled.

About you:

- Superb written and verbal communication and negotiation skills
- Great organisational and planning skills
- The ability to identify market trends and make decisions in a high-stress environment
- The ability to follow client and staff specifications
- Excellent networking and time management skills
- Experience in emergency veterinary hospitals ideal
- Bachelor's Degree in Business, Logistics, or a related field ideal, but not essential.

The benefits:

Remuneration for a suitably qualified inventory and purchasing officer will be **above** average. We value a great work life balance and flexibility!

Please visit www.VSOS.com.au. For consideration please email your CV and cover letter to vsos.hr@gmail.com or feel free call 02 8376 8767 for an informal chat.



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