



Pharmacy and Store Assistant-Southern Mobile

About Soi Dog Foundation:

Soi Dog Foundation is the largest animal welfare organisation in Asia dedicated to helping stray dogs and cats. Soi Dog Foundation sterilises, vaccinates, administers medical treatment, shelters, promotes adoption of stray dogs and cats in Thailand, and runs education programmes on animal welfare. Soi Dog Foundation is also actively working to end Asia's dog meat trade.

Soi Dog's Mission Statement is: **"To improve the welfare of dogs and cats in Asia, resulting in better lives for both the animal and human communities, to create a society without homeless animals, and to ultimately end animal cruelty"**. Its core values are compassion, honesty, integrity and transparency.

JOB DESCRIPTION

Job Title and Summary: The Southern Mobile Pharmacy Assistant is responsible for managing and organizing medicines, medical supplies, medical devices and all equipment for southern mobile teams. Cooperate with Pharmacy manager, Southern Mobile Veterinary Manager and Veterinary Support Staff Manager – Southern Mobile.

Key Responsibilities:

- Receive medicines, medical supplies and medical devices and ensure items are matching to the PO and invoice
- Allocate and store by following the manufacturer or label instruction properly (ie. temperature control for vaccines)
- Ensure the expiry date is visibly marked on every package or unit
- Response to organization requisition form
- Arrange stock items by following 'FEFO, First Expire-First Out'
- Accurate record stock items, donation items movement
- Plan for reordering and maintain all stock items cover for the usage
- Inventory stock control and regular physical stock count
- Separate the damaged or expired items from the usable stock following organization procedure
- Basic maintenance of medical devices
- Keep clean and routinely check storeroom, medical fridges, and freezers
- Help the team and willing to assist tasks out of job description as organization needed

Department and Supervisor: Department of Animal Welfare — Southern Mobile Veterinary Manager and will work closely also trained by Pharmacy Manager

Skills and Qualifications:

- Thai Nationality only
- Have experiences in store management, pharmaceutical management or related field
- Basic skill in Microsoft Office or related inventory software
- Able to lift items weight > 25 kg.
- Attention to detail and accuracy
- Strong organizational and communication skills

Location: SDF Southern Mobile Office in Nakhon Si Thammarat province, training in Phuket first 2 month.

Type of Employment: Full-time

Benefits:

- Five-day work a week 08:00-17:00 with two days off. (May be required to work weekend or flexible time depending on their duties as directed by their Head of Department.)
- 19 annual holidays (including Thai National Holidays 13 days) rising to 25 days with year of service
- Annual Salary Adjustment
- Annual Service bonus
- Social Security
- Provident Fund
- Uniform
- Accommodation

Soi Dog is an equal opportunities employer and does not discriminate on the basis of age, sex, sexuality, religion or disability .Soi Dog Foundation does give preference to Thai candidates for jobs in Thailand.

HOW TO APPLY

Please send your CV together with a covering letter detailing why you think you would be appropriate for this role, to hr@soidog.org

Short-listed candidates will be notified by email.