

SEEKING PHARMACY DIRECTOR FOR ACUPUNCTURE COLLEGE

Do you have a passion for Chinese herbal medicine? Does the idea of teaching others excite you? We are seeking qualified candidates with a strong interest in Chinese herbs to manage and run our herbal pharmacy!

JOB TITLE: Acupuncture & Integrative Medicine College (AIMC Berkeley), Director, Traditional Chinese Medicine Pharmacy

SUPERVISED BY: AIMC President

JOB SUMMARY: The TCM Pharmacy Director is responsible for the supervision and direction of multiple functions of the pharmacy, including but not limited to: inventory control, purchasing, student and employee supervision, accounting, pricing of items sold, maintenance and cleanliness of pharmacy, hiring work study employees and conducting their payroll, working closely as part of the clinic team with the Clinic Manager and Clinic Director.

ESSENTIAL JOB FUNCTIONS:

Supervise and coordinate production of herbal prescriptions for clinic patients.
Develop and implement policies and procedures to ensure compliance with FDA and OSHA requirements.
Assist clinic manager in creation of student intern schedule every term.
Maintain inventory processes and procedures.
Buyer for herbs (granules, raw and patents) and medical supplies.
Manage and oversee herb dispensary budget, including inventory and staffing.
Maintain accounting for department using QuickBooks.
Prepare inventory reports as needed, including completing year-end inventory count.
Participate in Clinic and Staff meetings.
Interview & hire support staff - primarily student work-study.
Set & manage hours, schedules, & coordinate adjustments.
Train, supervise, and support intern and work study performance.
Supervise day to day activities & operations.
Direct students, clients, and staff to appropriate resources.

KNOWLEDGE, SKILLS, & ABILITY:

1. Education (or substitute experience) required: Graduation from an approved TCM program (California Licensed Acupuncturists preferred).
2. Knowledge and understanding of traditional Chinese medicine.
3. Experience in the compounding of herbal prescriptions.
4. Management skills of all operations of the pharmacy.
5. Excellent oral and written communication skills.
6. Able to deliver effective presentations to small groups.
7. Patient relationship building and retention skills.
8. Vendor and buying skills.
9. Computer skills: proficient in QuickBooks, Microsoft Excel and Word.

Send application (cover letter, resume) to herbpharmacy@aimc.edu