



Position Name: Compliance Specialist
Location: Meridian, ID
Job Posting #: 10-1015101

To Apply: To be considered an applicant, you must complete an employment application located on our website, www.mwivet.com, under the link for Careers, and send to the email or fax listed below. In addition to your application, we also welcome your resume. Resumes submitted without a completed employer application will not be considered.

Employment applications accepted through: March 12, 2010
Email: hr@mwivet.com
Fax: (208) 955-8923

MWI Veterinary Supply Co is an EOE/AA employer

Overview of Job Responsibilities:

The Compliance Specialist will assist the Manager of Compliance and Regulatory Affairs with the administrative responsibilities necessary to ensure MWI's locations are, and remain, in compliance with the requirements of OSHA, the applicable State Boards of Pharmacy, the DEA, and other regulatory agencies. Responsibilities include:

- Conduct a monthly review, by state, of veterinarians with expired licenses, to ensure that we have copies of all current licenses and permits.
- Review daily report of Rx orders to end user customers to ensure that Rx products are not being sent to end-users without pharmacy services.
- Review Gentamycin daily sales report to ensure that product is not being shipped to dairies.
- Maintain Warehouse, Pharmacy, and state sales restriction tables.
- Report monthly sales of X-ray equipment to state agencies as required.
- Review daily product change report to ensure that HazMat, ORM-D, and MSDS classifications are correct.
- Assist in processing both Warehouse and Pharmacy license renewals and new applications.
- Ensure annual updates at our distribution centers of OSHA compliance training documents and manuals, including Hazardous Communication, Personal Protective Equipment, Emergency Evacuation Programs, etc.
- Verify that each distribution centers safety programs, including forklift training, safety committees, Easy Ship, etc. have been conducted.
- Maintain list of Designated Representatives by warehouse location.

Qualifications/Experience:

A high school diploma is required. Previous work experience with OSHA, State Boards of Pharmacy, and/or DEA compliance is preferred. The abilities to multi-task and work with minimal supervision are necessary. Excellent communication skills, organizational skills, and keen attention to accuracy and detail are essential. Proficiency in Excel, Word, and Outlook is needed.