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Premier Health

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# LOGISTIC SUPPLY SPEC/1st SHIFT,WKENDS, HOLIDAYS/80 HOURS PER PAY

TROY, OHIO - Upper Valley Medical Center

NEW

General/Support Services

068149

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The Logistic Supply Specialist is a cross-trained supply specialist able to perform multiple logistics and supply chain functions. Working knowledge of Material Management functions such as shipping & receiving and inventory and replenishment. Materials Management is a key support department that is responsible for the management, control & movement of supplies across the organization. Provides exceptional customer service to all internal and external customers; must be able to collaboratively work with a cross functional team to include co-workers, clinical staff, supervisors and the management team. Will be able to understand how to prioritize responsibilities to ensure completion of duties within scheduled hours.

The Logistic Supply Specialist is a key role in the process via responsibility and accurately managing the supplies from receipt to distribution. Knowledge and understanding of Microsoft Office Suite, Supply Chain inventory software and mobile supply chain devices. Complies with Patient Experience and Performance Behavior Standards always. Knowledge of Facility Disaster Plan, Safety, Infection Control, Blood and Tissue Handling, and HazMat policies. Safely operates material handling equipment, and knowledge of and adherence to Premier Health and Material Management policies and HIPPA requirements.

### Education

Minimum Level of Education Required: High School completion / GED

### Additional requirements:

Type of degree: N/A

Area of study or major: N/A

Preferred educational qualifications: N/A

Position specific testing requirement: N/A

### Licensure/Certification/Registration

N/A

### Experience

Minimum Level of Experience Required: No prior job-related work experience

Prior job title or occupational experience: N/A

Prior specific functional responsibilities: N/A

Preferred experience: Material Management experience, preferably in Healthcare

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Other experience requirements: N/A

Knowledge/Skills

- Proficient in mathematics, reading and writing skills
- Computer skills, including Microsoft Outlook, Word, and Excel
- Basic knowledge of Enterprise Resource Planning (ERP) software systems
- Basic knowledge of material handling, warehouse and inventory skills

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