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JOBS HELP

MGR MATERIALS MGMT/FULL TIME/1ST SHIFT/80 HOURS PER PAY

TROY, OHIO - Upper Valley Medical Center

NEW

Management

067953

2 days ago

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The Materials Manager reports directly to the Director of Materials Management. Will manage & supervise up to a group of 15 employees 24 x 7. Manage & Responsible for control of all critical inventory within the hospital. Monitors the receipt and delivery of supplies throughout the hospitals. In addition, the Materials Manager acts as a key member on Strategic Improvement and Strategic Sourcing project teams throughout Premier Health entities. The Materials Manager will also oversee the management of all supplies for Key Clinical areas (Radiology, Cath Lab. & Surgery/SPD), both owned and Consignment, maintaining inventory values of up to approximately \$3 million in each area. Controls departmental expense, revenue, budget, and communicates with other departments as needed. Controls & manages material distribution annual budget of more than \$2,500,000. Manage and directs Supervisors, Inventory Control Coordinators, Logistics Supply Specialist, Lead Distribution Assistant, ETC Specialist, and Surgery & Cath Lab Logistic Supply Specialist in the Clinical areas. Responsible to supply entire hospital (over 15 areas) with all inventory & supply items. Manages ETC satellite material distribution supplies and rooms. Maintain 98% inventory service level to all departments. Manages inventory assets of over \$500,000. Knowledge & expertise in Lawson MMIS for all areas and knowledge & expertise in the management of all Lawson reports pertaining to material management and the management of all supplies. The Materials Manager will have twenty-four (24) hour responsibility to the department to respond to any needs as they arise.

Education: Bachelor's degree required. .

Licensure: N/A

Certification: Supply Chain Certifications Preferred

Experience: Two (2) years of supervisor experience in materials & inventory management is required. Previous Hospital experience preferred.

Skills/Other: Computer skills including Material Management Information Systems and working knowledge of Microsoft Office Products. Excellent problem solving and communication (oral/written) skills.

DIMENSION/SCOPE

Dimensions: Manage inventory within the warehouse, cart levels, clinical areas, and satellite locations

Budget: Operating (Distribution) \$150,000

Revenue (Distribution) \$100,000

Manages FTEs 15

Nature and Scope

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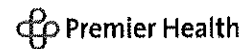
TROY, OHIO - Upper Valley ...

Management

Requisition #: 067681

- 24/7 responsibility
- Maintaining proper levels of inventory and med surg supplies
- Quality Assurance standards will be maintained and followed with proper reporting mechanisms
- Prime responsibility is an administrator, but a thorough knowledge of aseptic techniques, medical terminology and distribution methods is necessary.
- Research, prepare and be accountable for the operating, capital and incremental budgets for Material Distribution.
- Hire, terminate, take corrective action, prepare work schedules, approve TOP, payroll, orientates and continue the education of all employees with required training.
- Attends workshops, meeting, serves on committees and accepts special projects within the hospital/department.
- Responsible for helping develop and meet the objectives of the department as they relate to the hospital strategic plan.
- Responsible for the issuance of materials, via electronic requisitions, delivered to the user and picked up by the user. Returns will be handled by the reverse procedure.
- Responsible for pulling goods and assembling the orders against the user requisition. Assures that back orders are communicated appropriately.
- Quarantine of products by a lot number when subject to recall/investigation. Will pull products in the hospital.
- Responsible for the inventory distribution system, which meets user requirements for timeliness, and hospital requirements for cost effectiveness. Using bar code technology to drive department efficiency.
- Meeting all internal control guidelines and policies on a yearly basis by Internal Audit.
- Responsible for providing new carts to support hospital in expansions.
- Accountable for meeting expectations of Internal Survey.
- Accountable for department inventory management, including inventory turns, fill rates, cycle counts, obsolete inventory, forecasting and reimbursement.

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