



MATERIALS MANAGER

Full-time

Posting Date: September 19, 2017 **Date Available:** Immediately **Posting Number:** HR064101

Position Summary:

Provide for the procurement and distribution of all equipment, supplies, maintenance agreements, and furnishings used at Three Rivers Hospital. Assures that the Hospital has the highest quality of supplies and equipment while effectively managing cost. Organizes and stores all of the supplies and equipment in order to provide efficient fulfillment of product when needed. Plans, organizes, and directs receiving, storage and distribution functions. Organizes and tracks all maintenance agreements and is responsible for tracking the small and attractive assets. Oversees the Central Supply Sterilization department.

Essential Job Duties:

Ensures that supplies and equipment purchased by the department meet the needs of the hospital. Consults with departments to determine the needs and specifications for the procurement of clinical items. Monitors the use of the department computer system for ordering, receiving, and inventory control. Establishes, prioritizes and delegates staff assignments for smooth department operations. Responsible for supply charge master and maintenance. Manages the procurement process in order to conform with purchasing contracts, where possible, to ensure a maximum of on-contract purchases. Acts proactively to reduce inventory wherever possible to reduce acquisition costs. Responsible for the preparation of the annual Materials Management and CS/Receiving Department Budgets. Provides after-hours assistance to the clinical staff on storeroom inventory needs if needed. Provides an accurate printed storeroom inventory index to aid after-hours nursing staff in finding products in the storeroom. Oversees the Central Supply Sterilization department to ensure that staff operates autoclaves and other equipment to decontaminate and sterilize instruments and equipment, including power equipment. Manages staff in the inspection and assembly of instruments, equipment, trays, and packs. Prepares and reviews departmental policies and procedures for Materials Management and Central Supply Sterilization departments. Identifies, implements and utilizes the electronic TRH Evident system to its fullest capacity. Completes other duties as assigned.

Qualifications:

Candidate should have at least 5 years' experience in a hospital setting. Must have a working knowledge of statistics, management, contract management, ethics and basic accounting. Candidate should be able to use independent judgement and critical thinking. Must have the ability to organize and prioritize daily duties, work well under pressure, attention to details and have a strong ability to learn. Good interpersonal and customer service skills, good communication and presentation skills, both oral and written are required. Candidate must be proficient with Excel, Word, and Outlook. Basic knowledge of medical terminology is required.

Days/Hours:

Monday – Friday; Hours may vary. Some call/call-back is required on occasion and may include some weekends.

FTE:

FTE: 1.00; 40 Hours/week. Benefit eligible.

Department:

Materials Management

Physical Requirements:

Please see Job Description in Human Resources

Interested Candidates may apply in person or by mailing their resume to:

Three Rivers Hospital
Anita Fisk, Director of Human Resources
PO Box 577
Brewster, WA 98812
(509) 689-2517 x 3343

www.threerivershospital.net

afisk@trhospital.net

Three Rivers Hospital is an equal opportunity employer.