



RECEIVING CLERK

Full-time

Posting Date: January 31, 2019 **Date Available:** Immediately **Posting Number:** HR020105

Position Summary:

The Receiving Clerk is responsible for filling all departmental supply lists and monitoring supplies in the designated areas. This position also tracks inventory in Central Supply by logging check-outs and is aware when to give low stock notification. The Receiving Clerk is responsible for checking in freight and dispensing it accordingly. Cross-training in Central Supply is required to help as back-up with the sterilization process for equipment and surgical items.

Essential Job Duties:

Completes requisition requests from other departments on a daily basis. Checks all Central Supply inventory and places notification of low supplies as needed. Designated areas of the hospital will need to be monitored for supplies on a daily basis. Log and track supplies on the computer and distributes freight to appropriate department or individual. Keeps the storage room clean and organized. Keeps the storage room floor clear of any items. Prepares and distributes charge labels to departments as necessary. Help with Central Supply with sterilization of equipment. Other duties as needed.

Qualifications:

High School Diploma or Equivalent required. No previous experience necessary; training will be required to manage the sterilization techniques. Must be able to work well under pressure, work independently and be a self-starter. Must be able to communicate in English.

Days/Hours:

Monday – Friday; 7:30 am – 4:00 pm. Some call/call-back is required on occasion and may include some weekends.

FTE:

1.00 FTE; 40 hours/week. Benefit eligible.

Department:

Central Supply

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.