

Shamrock General Hospital

The following position is available. If interested, please see Human Resources.

Position Description

Job Title: Central Supply

Department: Central Supply

Reports To: Administrator

FLSA Status: Non-exempt

SUMMARY: To provide equipment, materials and services at the best prices possible to ensure that internal customers can efficiently and economically care for our external customers.

QUALIFICATIONS:

- Knowledgeable in purchasing procedures and inventory control.
- Knowledgeable in the operation and use of Autoclaving equipment.
- Competent in Microsoft Office Word and Excel.
- Knowledgeable of basic accounting procedures.
- Maintain discretion and confidentiality in communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operate and maintain Autoclaving equipment ensuring proper sterilization techniques have been followed, if assigned to Central Supply duties.
- Ensure supplies are adequately maintained in a neat and orderly manner.
- Maintain inventory control and order supplies in a timely manner.
- Negotiate with vendors for best price on purchases.
- Check accuracy of order against packing slip receipts.
- Verify invoice accuracy with quantity ordered against price negotiated.
- Miscellaneous duties as assigned requested or required.

EDUCATION and/or EXPERIENCE:

- High School Diploma/GED
- Purchasing, inventory control and some accounting experience, preferred

LANGUAGE/READING SKILLS:

- Communicate verbally and in writing in English.

MATHEMATICAL SKILLS:

- Must have basic mathematical capabilities.

REASONING ABILITY: Employee responds to commonly occurring problems/situations for which standards, procedures or precedents exist.