

Supply Chain Manager

Job Description

Job Classification: Full-time, Exempt

Reporting Relationship: Reports to Chief Financial Officer

Primary Accountability:

The Supply Chain Manager will be responsible for performing a range of supply chain responsibilities from day to day department management to organizing, issuing, and selection of capital purchase bids for Gove County Medical Center.

Major Duties:

- Ordering supplies for all departments excluding pharmacy and dietary. Ensuring ordering is done in compliance with purchase contracts and group purchasing organization rules.
- Providing above ordinary customer service to external and internal customers.
- Constant review of stock items to ensure sufficient supply and removing expired items and resetting of min/max levels if needed. Establishing min/max levels for new products.
- Chair the supply chain committee that provides guidance and recommendations to clinicians for new products, changes in products, and solutions for back order products. Provide recommendations for standardization across departments.
- Ensure all product invoices, packing slips, and order verification notes are provided to accounts payable timely and accurately.
- Verify, investigate, and resolve any shipment or inventory discrepancies.
- Understand expense accounts and cost centers and utilize them correctly.
- Provide guidance for product standardization.
- Provides support for all capital and minor equipment purchases.
- Spot inventory checks on high end items throughout the year, identifying reasons for shortages, and improving the process to eliminate inventory loss. Oversight and completion for end of year annual inventory.
- Management of Supply Chain support staff.

Qualifications:

- High school diploma, GED, or equivalent required.
- Supply Chain, business or accounting degree strongly preferred.
- Experience in supply chain, LPN and/or clinical experience preferred.

Physical Demands:

- Must be able to move intermittently throughout the workday.
- Normal eyesight, with or without corrective lenses.
- Normal hearing, with or without hearing aids.
- Must be able to function independently, have flexibility, personal integrity, and the ability to work effectively with patients, residents and personnel.
- The ability to bend, stoop, crawl, and kneel.
- The ability to exert 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly.

Work Environment:

- Work in well-lit/ventilated office areas.
- Prolonged amount of sitting throughout the day.
- Work with people under all conditions.
- Meet and talk with a wide variety of employee, visitors and patients.
- Subject to frequent interruptions.

- Close visual work.
- Regularly works under deadlines.
- Occasionally exposed to patient elements.
- Subject to stressful situations related to sensitive issues.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their Supervisor or assigned charge personnel.

Employee Signature

Date

Supervisor Signature

Date