

 Oroville Hospital	<b>Job Description for  Laboratory Logistics  and Inventory  Specialist</b>		Department: <b>Lab</b>
			Dept.#: <b>7500</b>
			Last Reviewed: 05/08; 08/12
			Last Updated:

### **Reports To**

Director of Laboratory

### **Job Summary**

The Laboratory Logistics and Inventory Specialist maintains adequate inventory, records of inventory, distribution, records of distribution, including records of costs and pricing for all items of laboratory inventory items and equipment repair, maintenance and service. Plans for maintaining quantity and quality of all supplies for direct and indirect patient care activities.

### **Duties**

1. Initiates activities that provide for cost effective use of all supplies used in the business of the Laboratory.
2. Assists the Director in developing annual supply and expense budget, staying within the limit established for utilization, and reporting to the Director any variations from budget.
3. Collaborates in the evaluation of new and/or improved products, making recommendations to the Director.
4. Acts as a resource person to the laboratory staff and clients regarding procurement of supplies.
5. Ensures that the laboratory staff and clients are aware of procedures that provide for efficient ordering, receiving, storage and distribution of all laboratory supplies on a daily basis.
6. Through professional and commercial publications, and meetings with sales representatives, maintains an awareness of current trends in product development and the impact on direct and indirect laboratory activities and the laboratory budget.
7. Collaborates with the Administrative Laboratory Director on special projects and other assignments as requested.
8. Maintains adequate stocks of inventory while allowing for no wastage of inventory, reagent or product due to shelf storage expiration.
9. Maintains an efficient system of inventory control as to ensure proper levels of supplies in the laboratory available for distribution.
10. Is responsible, under the direction of the Director for the ordering, receiving, storage and distribution of all laboratory supplies.
11. Monitors utilization of all supplies and adjusts stock levels respectively. Establishes and maintains MRP levels.

12. Performs annual physical inventory of all laboratory supplies.
13. When directed, shall assist the Director in the negotiation process for obtaining best pricing on inventory items and shall maintain records related to the budget of the inventory items and shall maintain records related to the budget of the inventory items in spread sheet format allowing for measurement of variances in the utilization of inventory items. Under the direction and guidance of the director will establish and maintain computer database of all laboratory inventory and supplies.
14. Evaluates and reports to the Director all vendors communicating areas of concern.
15. Distributes information regarding the availability of supplies and other pertinent information to all laboratory staff and clients.
16. Communicates routinely with the Director and staff the current status of all orders.
17. When directed works with the Director to evaluate and maintain service contracts and leases for equipment and/or business facilities. Will initiate and develop accounts with companies for utility services for facilities including, PG & E, water, garbage, cleaning services. This responsibility will extend to discontinuance of same services when business changes dictate. Will interface with communication staff to initiate phone, modem or other forms of networks when requested by the Director.
18. Responsible for maintaining records of service contracts, leases, and utilities.
19. Responsible for ordering, receiving, storage and distribution of all reagents, supplies, consumables, equipment, parts, paper, forms, and any other inventory item(s) related to the operation of the Laboratory.
20. The LLIC will initiate, coordinate and follow-up on all instrument preventative maintenance and emergency service in all operational service areas of the laboratory including testing analyzers, office equipment, computer equipment, and all other miscellaneous equipment. This may occasionally require after hours phone calls and contacts with vendors as necessary. The LLIC shall keep and maintain all equipment repair and maintenance records ensuring that all equipment maintenance occurs according to schedule as required.
21. When directed, the LLIC shall also be capable of installing and setting up laboratory equipment including computer terminals, fax machines, printers, phones, centrifuges, and other miscellaneous items as needed, including furniture and furnishings.
22. Responsibilities extend and apply to any and all locations and sites as which the Laboratory may maintain, distribute, and/or utilize inventory in all of its various forms.

### **Qualifications**

1. Must be alert and intelligent
2. Must be well groomed and present a good physical appearance
3. Must have the ability to maintain a constructive working relationship with all customers, clients, staff, vendors and co-workers
4. Must be an effective communicator both in writing and verbally.

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5. Must be a self-starter demonstrating initiative, a positive attitude and the ability to work in an independent and organized manner.

### **Lifting Requirements**

Heavy- frequently lifting and moving items weighing over 50 pounds. Standing and Stooping for long periods of time.