

 Oroville Hospital	Job Description for Inventory Coordinator		Department:	Purchasing
			Dept. #:	8390
	Last Reviewed:	05/08; 08/12		
	Last Updated:			

Reports To

Director of Materials Management

Job Summary

To ensure all appropriate supplies and equipment are inventoried, received and distributed in accordance with proper and prudent practices.

Duties

1. In conjunction with departments, determine and update appropriate par levels for stock and non-stock supplies
2. Inventory appropriate departments, which will in turn generate both stock and non-stock requisitions
3. Pick and deliver stock orders from storeroom inventory on a timely basis
4. Deliver and shelf stock and non-stock supplies and equipment in a neat, orderly manner
5. Receive and deliver and/or shelf all incoming shipments, ensuring accuracy of shipments, noting damage or shortages
6. Responsible for shipment of outgoing supplies, including returns with proper packaging and insurance
7. Route packing slips to appropriate personnel
8. Keeps the storeroom, staging and dock areas clean and orderly at all times
9. Establish and maintain a good professional rapport with the medical staff, administration, nursing personnel, staff for patient care areas, and members of all other hospital departments and services
10. Adheres to the appropriate and necessary fiduciary, ethical and professional tone of the corporate purchasing function, both intra and inter departmental
11. Meet or exceed standards of compliance of all the accreditation and regulatory bodies and commissions, in relationship to the purchasing function
12. Under the supervision of the Director of Purchasing, coordinates the duties of the Inventory Clerk
13. Performs other related duties as may be assigned by the Director of Purchasing

Qualifications

1. A minimum of at least a high school diploma
2. Two years work experience
3. Ability to follow written and oral instructions, read and write and basic math
4. Storeroom experience desirable

Lifting Requirements

The work environment is that of a busy and active storeroom with many time demands to be met. The lifting of 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds is possible. Walking or standing is required to a significant degree.