

POSITION OPENING

POSITION:	INVENTORY STORE CLERK	STATUS:	FULL TIME
DEPARTMENT:	MATERIALS MANAGEMENT	HRS/PAY:	75.0 HOURS
SUPERVISOR:	JACK HEBERLING	JOB GRADE:	C-1+Differential

RESPONSIBILITIES

Receives, stores, and distributes materials, supplies and equipment. Performs mail room and shipping/receiving functions; handles all in house copying and printing; maintains and manages company databases and filing systems with a high degree of accuracy; makes outside deliveries and pick-ups; assists with annual and periodic physical inventory; assists with special projects as needed.

Strong computer skills are required. Current PA Driver's License required along with a good driving history due to driving the Hospital's vehicle for outside deliveries and pick-ups.

PHYSICAL DEMANDS: The job requires a considerable amount of standing, walking, lifting, reaching, and pushing throughout a normal day. Required to lift, move or carry up to 60 lbs routinely, must be able to move 100 lbs as needed.

JOB DESCRIPTION

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Barb Kostok, Human Resource Director.

Date Needed To Start: As Soon As Possible

Posting Period: 09/12/2025 - 09/16/2025

Application Deadline: Noon: 09/17/2025