

## POSITION OPENING

<b>POSITION:</b> MATERIALS MANAGEMENT SPVR	<b>STATUS:</b> FULL TIME
<b>DEPARTMENT:</b> MATERIALS MANAGEMENT	<b>HRS/PAY:</b> 75.0 HRS/PAY
<b>SUPERVISOR:</b> PRESTON HALL, DIRECTOR	<b>JOB GRADE:</b> NON-EXEMPT STATUS

### RESPONSIBILITIES

Under the director of the Materials Management Director, this individuals would be responsible for purchasing all hospital supplies and capital equipment except for food and pharmacy items. Oversees receiving, stores, and issues of materials, supplies and equipment. Oversees the mail room, shipping, and receiving functions as well as managing all in-house copying and printing. Occasionally, makes outside deliveries and pick-ups for the institution. Coordinates annual and periodic physical inventory and assists with special projects. Has the authority to commit Hospital funds by contract (Purchase Order).

High School Education required with experience in healthcare institution materials management preferred. A promotable candidate with supervisory experience may be considered. Knowledge of methods and procedures involved with Purchasing, Inventory Control, Source and Supply, and Staff Supervision preferred.

Physical Demands: Spends the majority of the day standing and walking. Occasional lifting is required and must be able to lift up to 60 lbs. Routinely, must be able to move 100 lbs, as needed.

### JOB DESCRIPTION

A complete job description outlining duties/responsibilities, physical demands, critical demands and occupational hazards 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:** 10/14/22 - 10/18/22

**Application Deadline:** Noon: 10/19/22