



## JOB DESCRIPTION

|                |                                   |                         |                |
|----------------|-----------------------------------|-------------------------|----------------|
| Department:    | Surgery                           | Job Code:               |                |
| Job Title:     | Material Control Specialist       | EEO Job Family:         | Service Worker |
| Reports To:    | Manager of Material Control Dept. | FLSA Status:            | Non-Exempt     |
| Benefit Level: | III                               | Creation/Revision Date: | 1/25/12        |

**Role/Position Definition:** The Material Control Specialist is responsible for the disciplined execution of supplies ordering and inventory processes. This includes: organizing, labeling, monitoring, ordering, receiving, issuing, and moving supplies. Primary focus is on general supplies.

### Qualifications/Position Requirements:

- A. Education/Experience  
Post-high school education equivalent to an associates degree or demonstration of commensurate skills and knowledge.
- B. Licensure/Certification  
None
- C. Knowledge, Skills and Abilities  
Strong organization and management skills required.  
Knowledge of office equipment such as multi-line phones, faxes and copiers.  
Strong language skills adequate for high-level verbal and written communications.  
Basic computer skills, e.g. Microsoft Office.  
Must be able to lift 40lbs.

### Work Environment:

- A. Frequent bending, stooping, pushing, pulling and lifting required.
- B. Must be able to travel to various locations throughout the corporation.
- C. Subject to frequent interruptions.
- D. Category I exposure to blood borne pathogens.
- E. Frequent exposure to chemical hazards; may encounter radiation hazards.

### Duties and Responsibilities

#### General:

- A. Supports the philosophy, goals, and objectives of the Organization.
- B. Supports, and performs according to, approved policies and procedures.
- C. Participates as a team member in support of the total material control process.
- D. Communicates effectively with patients, visitors, physicians, and co-workers.
- E. Interactions are respectful and courteous.
- F. Communicates effectively and professionally.
- G. Documents information and disseminates to the appropriate people or departments.
- H. Maintains competence through continuing education and other learning experiences particularly in understanding of Healthland software and other inventory control systems.
- i. Participates in committees, conferences, and quality management activities.

- J. Seeks new learning experiences by accepting challenging opportunities and responsibilities.
- K. Adheres to safety policies and procedures in performing job duties and responsibilities.
- L. Reports observed or suspected violations, hazards, and noncompliance according to Facility Policy.
- M. Performs according to Material Control Dept. defined processes.
- N. Performs all other duties as assigned.

**Duties and Responsibilities**

**Specific:**

- A. ORH: organizes all storage locations including the 5<sup>th</sup>, 4<sup>th</sup>, and 3<sup>rd</sup> floors and Central Supply Room. ORMC: organizes all storage locations.
- B. Posts labels for each supply at each location.
- C. Establishes PAR levels for supplies in all storage rooms and places orders for McKesson, Cardinal items including other non-specialty items from other vendors (approximately 10). Creates purchase orders in Healthland for these orders.
- D. Enters new items into Healthland Item Master with appropriate detailed data
- E. Creates Healthland purchase orders from Surgery Dept. new items lists and packing slips on a timely basis
- F. Receives material from suppliers, moves material into inventory or into various storage locations on a timely basis.
- G. Enters received material data from packing slips into Healthland on a timely basis for accounts payable and inventory control
- H. Accurately enters supply issuances into Healthland in a timely basis.
- I. Communicates with billing to update Healthland Charge Master on a timely basis. Maintains Materials Dept. partition in Charge Master History file.
- J. Continuously edits and corrects Healthland Item Master details

|                        |             |
|------------------------|-------------|
| <b>APPROVALS</b>       |             |
| Human Resources: _____ | Date: _____ |
| Department Head: _____ | Date: _____ |