



Job Code: 0912

Grade: X14

HCWR: N

Job Title

Administrative Aide

Department

Material Management Services

Job Summary

Under direct supervision, the Administrative Aide is responsible for assisting with the various activities of Materiel Management such as storing and issuing materials, supplies, and equipment; taking inventories and maintaining stock records; assisting special projects; and performing related duties as required

Typical Duties

- Assists with various work activities of Materiel Management.
- Performs general clerical duties.
- Maintains and keeps current the Open/Closed Purchase Order File, Proof of Delivery, Warehouse Transfer, Storeroom Order, and other files.
- Inputs data into inventory control stock status transaction update and queries stock status system to obtain most recent inventory data.
- Answers telephones and provides general information; refers questions to appropriate personnel; communicates to supervisor and co-workers any pertinent supply or any other information.
- Unpacks items to be received by stores, using manual cutters.
- Posts all received goods (receiving reports, invoices, and stock requisitions).
- Inventories stock supplies in the storeroom or warehouse and prepares inventory reports.
- Inventories stock on assigned wards that are on the par-stock system to determine supply needs. Prepares and files storeroom requisitions and warehouse transfers.
- Makes spot checks of perpetual inventory and actual inventory.
- Assists with periodic inventory counts.
- Keeps the storerooms and dock areas clean and orderly at all times by sweeping the area and moving all cartons and boxes only.
- Performs office services job as the need arises and others when required by the supervisor.

Minimum Qualifications

- High School graduate or GED

Preferred Qualifications

- Prior healthcare storeroom and/or supply distribution experience

Knowledge, Skills, Abilities and Other Characteristics

- Demonstrate attention to detail, accuracy and precision.
- Ability to communicate effectively and follow oral and written instructions
- Ability to safely operate a variety of storeroom/warehouse equipment such as lifts and hand carts
- Ability to maintain written storekeeping and inventory records as warranted by particular



Knowledge, Skills, Abilities and Other Characteristics

situations

- Ability to apply basic mathematical skills to maintain inventories
- This position requires various types of physical exertion including, but not limited to lifting, pulling, pushing, pushing and moving objects of moderate to heavy weight

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.