



Job Code: 6533

Grade: 23

HCWR: N

Job Title

Manager of Inventory Control

Department

Material Management

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Manager of Inventory Control prepares, interprets and manages request for medical surgical supplies from a broad variety of clinical departments, including clinical items, medical/surgical products, laboratory products and radiology products under the supervision of the Manager of Materials Management. Manages data associated with Mobile Supply Chain Application (SCMA) and Oracle Inventory module, including mass-data updates and configuration of functional settings. Exports system data to perform root cause analysis, update and improve replenishment cycles. Plans PAR (Periodic Automatic Replenishment) levels and reordering points for over 1,000 unique items for 30 storage facilities to prevent overstock. Maintains and adjusts storage/warehouse layout as needed to optimize space and expedite distribution of supplies to various clinical units.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Assesses customers clinical supply needs.
- Monitors data integrity across systems.
- Maintains system data up to date.
- Maintains warehouse integrity and organization.
- Implements procedures and guidelines to ensure consistent practices across the department.
- Assists field personnel to improve and maintain flow improvements.
- Demonstrates clinical supplies knowledge of all commodities pertinent to assigned product categories.
- Serves as the subject matter expert for assigned work.
- Ensures that team delivers excellent customer service while ensuring needed goods are timely available.
- Establishes and maintains a positive relationship with all sales representatives.
- Participates as requested on special projects.
- Effectively utilizes the capabilities of the Supply Chain Management System to implement and monitor inventory data.
- Accountable for generating special reports.
- Ensures that the standards set by The Joint Commission are consistently met in the warehouse.
- Performs other duties as required.

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- Three (3) years prior experience in Supply Chain Management, directly in a warehouse and distribution environment
- Prior experience managing systems and conducting extensive data processing and analytics of clinical supply data

Preferred Qualifications

- Master's Degree in Supply Chain Management Logistics or Industrial Engineering from an accredited college or university.



Preferred Qualifications

- Five (5) years prior experience in Supply Chain Management improvements and systems.
- Experience and understanding of Oracle Enterprise Resource Planning (ERP) systems and Mobile Supply Chain Applications.

Knowledge, Skills, Abilities and Other Characteristics

- knowledge of modern supply chain and logistics principles and practices.
- knowledge of data processing tools such as excel macros, web ADIs, and data loaders. . Strong communication skills to be able to communicate with peers, customers and senior management in a complex labor environment.
- Strong project management skills.
- Ability to maintain flexibility to perform whatever task is required.
- Ability to generate innovative ideas, approaches and solutions by providing open, accurate and consistent information, while demonstrating support and commitment to others.
- Ability to establish and maintain excellent interdepartmental and intradepartmental relationships while offering assistance and keeping the lines of communication open.
- Ability to anticipate customer needs and take action by providing regular and appropriate feedback.
- Ability to establish standards and assist in the monitoring of the accomplishments of the prescribed goals and targets.
- Ability to develop consistent structured work plans including meeting agendas and expected outcomes.
- Ability to document and distribute all significant discussions and decisions.

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.