



Job Code: 6814
Grade: 15
HCWR: N

Job Title
Inventory Control Specialist

Department
Supply Chain Management

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

Job Summary

Under the direct supervision of the Manager of Inventory Control, maintains control of supplies in assigned specialty/critical care areas including maintenance of physical par locations for stock using supply technology including Lawson and mobile supply chain handheld readers.

Typical Duties

- Generates anticipated orders and on-hand reports daily, verifies accuracy of reports, recommends changes, and prepares stock orders for purchasing.
- Maintains appropriate inventory levels for all stock supplies, creates and maintains stock items master, deletes obsolete items list, processes product changes and additions and updates inventory transactions on the financial items master computer system.
- Researches quantity discrepancies shortages, changes in usage units of measure and conversions; updates inventory system and performs physical adjustments as necessary.
- Performs regular cycle counts and updates inventory as necessary.
- Ensures stock is checked in, transferred, issued, and returned properly.
- Using appropriate maintenance and delivery methods, maintains, stocks, and delivers designated equipment such as intravenous (IV) pumps, digital thermometers, and glucose meters.
- Uses tact and sensitivity to communicate effectively with patients, visitors, co-workers, and other hospital personnel.
- Shares in the CCH Supply Chain vision, demonstrate its values, support its philosophy, and be sensitive to its mission.
- Performs related duties as assigned.
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- This position
- categories of stock maintained and ability to identify stock supplies by appearance
- or through recognition
- various types of physical
- references to catalogs or standard stock
- exertion, including, but not limited to lifting,
- to heavy weight.
- bulletins.
- requires
- pushing, and moving objects of moderate
- pulling,



Minimum Qualifications

- High School diploma or GED
- Three (3) years of inventory control work experience in hospital storekeeping

Preferred Qualifications

- Inventory control work experience in a healthcare setting

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of hospital complex, storeroom procedures, and related departmental policies and procedures, and in the operations of materials handling equipment.
- Knowledge of Enterprise Resource Planning (ERP) systems.
- Knowledge of Microsoft Office Suite.
- Excellent oral, verbal, and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups.
- Demonstrated good phone and email etiquette skills with strong response times.
- Skilled in the use of hand trucks, battery-powered ace-mobile, carts, etc.
- Strong leadership and project management skills.
- Demonstrated analytical and organizational, problem-solving, critical thinking, and conflict resolution skills.
- Demonstrated good computer and typing skills.
- Ability to adhere to established storekeeping methods and procedures.
- Ability to demonstrate knowledge of and follow departmental and CCH guidelines
- the performance of duties.
- to walk, lift, climb, and stoop.
- to prioritize, plan, and organize projects and tasks.
- adhere to department policies and standards
- practices.
- professional demeanor and composure when

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.

