**JOB DESCRIPTION**
Harney District Hospital
Burns, OR

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| **Position/Job Title** | **Functional Department** | **Administrative Division** |
| Materials Management Clerk | Materials Management | Support Services |

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| **Reviewed by** **Manager Name** | Sammie Masterson, Director of Compliance & Support Services  | **Reviewed by** **HR Name** | Larry Kettenring, HR Director |
| **Date Reviewed** | 4/20/21 | **Date Reviewed** | 4/21/2021 |

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| **Comp/Pay Range** | **FLSA Status** | **EEO Job Category** | **Work Comp Code** |
| Min: $13.40Max: $18.00 | Hourly Non-Exempt | Service Workers | 9040 |

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| **Job Summary and Purpose** |
| The Materials Management Clerk performs a variety of office, shipping and receiving tasks related to the procurement of equipment and supplies for all areas of the organization. |

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| **Working Relationships** |
| Reports to Primary Manager Position | Materials Management Manager |
| Reports to Secondary Manager Position | NA |
| Supervisory Responsibilities | Supervision is not a typical responsibility assigned to this position. May provide training and orientation to newly appointed employees, students or volunteers. |
| Peers – Works With What Other Positions | Materials Management Clerk, Administrative Assistant – Finance/Accounts Payable. |
| Customers – Provides Services/Support For | Department managers and employees |
| Vendors and Relationships – Gets Services/Support From | Supply vendors, and buying group representatives |

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| **Education, Training, Certifications** |
| Required | Equivalent to a high school education and at least six months of general office experience. |
| Preferred | Previous experience in shipping/receiving or procurement.  |

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| **Competencies** |
| Job Specific Subject Matter | * Materials Management Expertise
* Materials and Purchasing Technology
* Medical Products and Supplies
* Purchase Orders and Invoices
* Purchasing Concepts (including shipping and receiving)
* Inventory Control
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| Knowledge, Skills, Abilities, Traits | * Attention to detail
* Customer service, team player
* Basic math (including, percentages, fractions, and units of measure)
* Recordkeeping
* Communicate clearly
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| Systems, Tools, Equipment | MS Office: Word, Excel, Materials Management software |

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| **Job Duties: Inputs and Outputs** |
| * Review requests for medical equipment, furnishings, supplies and other items to assure that requisitions meet purchasing policies. Compare prices, specifications, and delivery dates. Prepare purchase orders, obtain approvals as required, and submit to vendor or their representative.
* Receive and stock inventory items. Review stock items to ensure that stock levels are consistent with usage and rotate stock to avoid outdates.
* Process outgoing and incoming shipments, including parcel shippers. Reconcile monthly shipping billings.
* Consult with departments to resolve discrepancies, obtain samples, returning defective items, determine quality, effectiveness and durability of purchases, or to assist them in preparing requisitions for special items.
* Check incoming invoices for accuracy. Maintain invoices, receiving records, logs and paperwork.
* Maintain Material Safety Data Sheet’s and label supplies appropriately.
* Fill supply requisitions and deliver to requesting department.
* Maintain cooperative working relationship with hospital staff, patients, other organizations, and the public to provide quality customer service in a courteous manner.
* Maintain work areas in a clean, orderly and secure manner.
* Follow all safety rules and procedures for work areas.
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| **Performance Metrics and Standards** |
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| **Job Context and Work Conditions** |
| Physical | While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 15 pounds on a regular basis, and may infrequently require moving materials weighing up to 35 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.  |
| Mental | Must be adept at problem-solving, including being able to research products and resolve purchasing issues in a timely manner. Must be able to communicate clearly, both written and orally, as to communicate with members of the Materials Management department, vendors, staff and Department leaders. Must be able to effectively read and interpret information. Must be able to prioritize and plan work activities as to use time efficiently. Must be organized, accurate, and thorough. Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback. |
| Environment | Usual office working environment. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Certain duties may expose position to a hospital working environment. |

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| **Training Path and Curriculum** |
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| **Career Path** |
| Materials Management Clerk > Materials Management Manager |

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| **Additional Notes and Comments** |
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This job description covers the primary and general duties of this position. Similar or related activities, duties or responsibilities may be added, included or changed at any time with or without notice.