MARIETTA EYE CLINIC	**Materials Management Clerk** **Position Description**

Position: Materials Management Clerk **Reports to:** Manager, Materials Management

Job Classification: Non-Exempt **Direct Reports:** N/A

Summary of Responsibilities: Under general supervision, monitors and replenishes clinical supply inventory, communicates to appropriate staff in regards to par levels of supplies, and completing purchase order entries.

Essential Functions:

- Daily monitoring of clinical supply inventory to ensure appropriate levels of supplies are in place
- Replenishing stock of clinical supplies as needed and reporting to appropriate supervisor/manager which items need to be purchased
- Proactively ensuring correct levels of supplies are always in place
- Complete purchase orders and purchase order entries as directed by Materials Management Manager
- Must have knowledge of how to operate computer applications related to purchasing and inventory systems and effectively apply to job function/role. This includes, but is not limited to, Great Plains Software.
- Responsible for assisting in insuring storage areas remain organized
- Responsible for receiving deliveries
- Responsible for unpacking and storing of supplies
- Responsible for assisting in time efficient delivery of materials to team members/departments/locations.
- Knowledge of records retention that must be consistently effectively applied to job function/role.
- Ability to establish / maintain cooperative working relationships with staff and vendors.
- Ability to communicate effectively with all levels of internal and external customers
- Responsible for office supply inventory and assisting in ascertaining and maintaining pre-established/approved par levels
- For any other related duties that are assigned or requested, person in this role must quickly and cheerfully perform these duties

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

Competencies:

- Ability to work as effective team member and exhibit a positive attitude.
- Ability to problem-solve effectively when dealing with delivery and other vendor conflicts.

Minimum Education Requirements

- High school diploma, BS in business administration or some college preferred.

Minimum Background Requirements

- Some experience in purchasing and inventory operations desired.
- Previous healthcare or physician practice experience highly preferred

Minimum Demonstrated Skills

- Proficiency on a PC

Physical Requirements: Must be in good physical condition to withstand the stress and demands of an active position. Consistently medium to high levels of stress due to multiple tasks, deadlines, and multiple demands. Combination of sitting, standing, bending, stooping, twisting. Must be able to lift / carry up to 50 pounds, with or without assistance. Must be able to move heavier items with appropriate assistance. Must be able to work independently using specialized knowledge.

I have reviewed this position description and understand that I am expected to abide by these standards as outlined. I understand that I will be evaluated on these standards during my reviews.

_____ _____

(Print Name - Employee) (Date)

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(Signature - Employee)

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(Signature – Supervisor) (Date)