

UPMC Beacon Hospital

Job Description

Job Title	Inventory Control Specialist
Department	Supply Chain Management
Reports to	Supply Chain Co-ordinator
Date	November 2011

Beacon Hospital Mission Statement

The Mission of UPMC Beacon Hospital is to provide exceptional patient care in an environment where quality, respect, and compassion are at the centre of all we do.

Overall Purpose of the Supply Chain Management Department

It is the role of the Supply Chain Management department to give the best possible professional service to our internal customers, so that they can provide the exceptional nursing care in line with this mission statement.

It is the responsibility of the Supply Chain Management department to design and implement the strategic & administrative supply chain management policies and procedures. The Supply Chain team will add value by delivering exceptional service, as well as advice in procurement and inventory control that ultimately result in overall cost savings. A clear understanding of the supply needs of each department, the business needs of UPMC Beacon Hospital and up to date knowledge of supply chain principles must be maintained. At the day to day level the Supply Chain Team will manage the purchasing of all stocks, equipment and services and distribution of the same throughout the hospital in a timely and efficient manner.

Overall Purpose of the Job

The Inventory Control Specialist will play an essential role in assisting the Supply Chain Coordinator to ensure that the department can achieve its overall purpose as described.

Key Responsibilities and Deliverables

- Develop key processes and procedures to ensure continuous improvement
- Ensure the supply of materials as required by maintaining the relevant data in PeopleSoft
- Work with clinical staff to achieve optimal stock levels throughout UPMC Beacon Hospital and assist with replenishment of same
- Manage and control Consignment Stock Agreements throughout UPMC Beacon Hospital
- Maintain the accuracy of Supply Chain Management system information as it relates to inventory control
- Control the physical stock and cycle counts as required
- Ensure effective stock rotation
- Ensure effective product recall and the removal of outdated or unwanted inventory
- Optimal location of stocks and the management of space within the warehouse and clinical locations
- Become PeopleSoft super user for inventory control
- Provide analytical expertise to the inventory control function
- Provide cover for the other roles within the Supply Chain Management Department
- Maintain of a clean and safe environment

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Person Specification

Qualifications	<ul style="list-style-type: none">• 3rd Level qualification• Computer literate• At least intermediate knowledge of Microsoft Office with advanced level of Excel
Experience (Amount and Type)	<ul style="list-style-type: none">• Systems knowledge• Proven experience in Supply Chain Management and the implementation of up to date Supply Chain philosophies ideally within a medical device environment• Demonstrated ability to lead in absence of co-ordinator
Job Specific Competencies and Knowledge	<ul style="list-style-type: none">• Organised• Numerate• Detail Consciousness
Personal Competencies	<ul style="list-style-type: none">• All posts in Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager of hospital management.• Good communication skills• Excellent interpersonal and team working skills• Ability to work on own initiative, unsupervised

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee

Signature

Date