

UPMC BEACON HOSPITAL

JOB DESCRIPTION

Job Title	Materials Management Analyst
Department	Materials Management Department
Reports to	Materials Management Manager
Date	May 2011

Overall Purpose of Materials Management Department

It is the responsibility of the MM department to design and implement strategic & administrative supply chain management policies and procedures as well as advice in procurement and inventory control that will ultimately result in overall cost savings. We give the best possible professional service to our internal customers, so that they can provide exceptional patient care.

The Materials Management Analyst Role

The analyst, as part of the Materials Management Team will be a key support in the delivery of the MM department overall purpose, providing expertise and advice to the team and to the internal customers.

The analyst will be specifically responsible for the data integrity of both transactional & static data within PeopleSoft, and will provide data analysis and data reporting necessary to meet the business needs of the MM department and its customers. A clear understanding of the supply needs of all departments, the business needs of UPMC Beacon Hospital and up to date knowledge of materials management principles is essential and must be maintained.

Key Responsibilities and Deliverables

Data Analysis & Evaluation

- o Carry out data analysis to support the overall purpose of the department
- o Ensure excellent data integrity of all MM data in line with UPMC protocols and the requirements of UPMC Beacon Hospital
- o Ensure that all transactional queries are rectified and cleared in an efficient and timely manner
- o Set up new items in PeopleSoft as required.

Purchase Order Management

- o Generate, Approve and Dispatch purchase orders for issue in a timely fashion
- o Ensure that any purchase orders generated are correctly identified
- o Ensure that special requests, blanket orders and capital requests or service requests are used appropriately and coded correctly
- o A PeopleSoft and e-Pro super user, maximising the use of the system, providing advice to users and providing analysis & reports as necessary.

Warehouse Support

o Provide cover for the Warehouse / Replenishment team & MM Co-ordinator as required (50% of the role)

Invoice & Order Reporting

- o Work with UPMC to develop and issue PeopleSoft reporting suite in line with UPMC Beacon Hospital requirements
- o Resolve invoice match exceptions in a timely fashion
- o Follow up on back-orders to ensure that all orders are delivered complete and in the shortest possible lead time
- o Produce regular reports for use within MM and the hospital management team as required
- o Be a SOX tester for MM
- o Performs any and all other duties as assigned by Materials Management Manager taking on any extra projects as required.

Person Specification**Qualifications**

- 3rd Level qualification ideally in a related subject

Experience

(Amount and Type)

- Experience of supply chain and order systems desirable
- Knowledge of materials management philosophies

Job Specific

Competencies and Knowledge

- Flexible
- Organised
- Able to work to tight deadlines
- Numerate
- Detail Consciousness
- Able to demonstrate excellent Microsoft Office skills including e-Mail Microsoft Excel and Microsoft Access DB tools.
- Able to demonstrate the efficient handling of significant amounts of complex data

Personal Competencies

- All posts in UPMC 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