

UPMC Beacon Hospital

Job Description

Job Title	Supplies Officer
Department	Materials Management
Reports to	Materials Management Manager
Date	March 2010

Overall Purpose of Job

The Materials Management Team is responsible for the purchasing of stocks and equipment and distribution of the same throughout the hospital in a timely and efficient manner. Within the Materials Management Team the Supplies Officer is responsible for the day to day activities included in the operation of receiving stock into the hospital, holding stock within hospital stores, distributing the stock through the hospital as required and managing the stock through the various locations

Key Responsibilities and Deliverables

- Accurately matching pick-lists
- Delivers stock to wards as required
- Executes accurate goods receiving and the tidy and timely processing of associated paperwork
- Executes accurate and timely stock put – away process in accordance with required procedures
- Picks stocks in both satellite and bulk stores as required for all departments on a routine scheduled basis and highlights any stock shortages and issues to the relevant personnel
- Expedites delivery of ordered materials and supplies to various departments
- Effectively and accurately matches pick-lists
- Effectively manages stock replenishment in the par locations as required
- Participates in physical inventory counts and cycle counts
- Responds in timely manner to warehouse queries and requests
- Is able to work the computer systems as needed
- Performs any and all other duties as assigned by Materials Management Manager taking on any extra projects as required

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Person Specification

Qualifications	<ul style="list-style-type: none">• Leaving Certificate or equivalent• Basic computer skills• Basic knowledge of Microsoft Office (Excel and e-mail)
Experience (Amount and Type)	<ul style="list-style-type: none">• 6-12 months similar experience ideally in a regulated environment
Job Specific Competencies and Knowledge	<ul style="list-style-type: none">• Organised• Numerate
Personal Competencies	<ul style="list-style-type: none">• 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