**Responsible To:** Chief Operations Officer

**Purpose of the Position:** The Supply and Inventory Clerk is accountable for procurement and management of Medical/Dental Supply in the inventory control, distribution, in-service and maintenance of clinical supplies.

**Responsibilities:**

1. Responsible for gathering and recording weekly supply orders, providing efficient distribution of items along with clinical equipment in-services and maintenance for all clinics.
2. Develop and maintain clinical relationships in regards to supply related initiatives and inventory management.
3. Initiate goals and objectives for the department based on industry best practices and ensure daily operations are aligned with these goals.
4. Ensure effective operations of the department through system development, process improvement and coordination with the Chief Operations Officer.
5. Achieve and maintain financial targets in support of business goals of [CHC].
6. Identify, establish and evaluate quality assurance standards and procedures within the department.
7. Establish and maintain an environment of efficiency utilizing proven supply chain practices and techniques.
8. Prevent outages of patient care items.
9. Provide instruction to assigned clinical supply contacts to ensure that orders are filled, stock is rotated and all supply area are periodically cleaned.
10. Manage daily/weekly schedule hours within established parameters to accommodate inventory and supply effectiveness including deliveries and work in clinic locations.
11. Participates in improving [CHC] performance, processes, or programs through quality improvement which will be demonstrated in at least one instance annually.

**Qualifications:**

1. Knowledge of medical/dental pharmaceuticals, clinical supplies, clinical equipment and clinical flow. Have a good understanding of how to manage clinical supply inventory processes.
2. Must be accurate, orderly and methodical in work detail.
3. Willingness to work within team concept, with good written and verbal communication skills.
4. Organizational skills to provide for the smooth operation of Clinical Supply and Warehouse.
5. Willingness to work for the successful accomplishment of [CHC] goals and objectives.
6. Knowledge of computer inventory control systems utilization for efficiencies in the department while preventing down time.
7. Ability to clearly and concisely document all issues and procedures relating to clinical supply.

**Physical Requirements:**

1. Able to lift greater than 25 lbs. on a regular basis.
2. Prolonged standing, walking, stooping, bending, kneeling, stretching and lifting required.
3. Normal manual dexterity.
4. Must be able to speak clearly.
5. Correctable vision and hearing.