

Position: Inventory Coordinator

Position Summary

Under the direction of the Director of Finance, manages and administers materials management functions, such as the planning, purchasing, procurement, storage, inventory control, and distribution of materials and products to meet company objectives and customer requirements.

The delivery of quality service and positive interaction with our customers is critical to the completion of all tasks within this job description, thus the employee is responsible for establishing and maintaining interpersonal relationships with patients, visitors, vendors and HMS employees in a courteous, respectful and professional manner. Guidelines include all HMS policies and procedures.

Position Accountabilities

1. Supports and helps to achieve HMS' mission, vision, clinical and business work plan in accordance with standards required to meet program recognition and other programs or objectives.
2. Develop collaborative relationships with other departments, services, and community health care agencies to facilitate and support quality care.
3. Administers the flow of materials, supplies, equipment, and assemblies within or between departments in accordance with production and department priorities.
4. Maintenance of the inventory control system to ensure accuracy and efficiency.
5. Establishes policies and procedures to ensure the timely flow of materials and for tracking the physical inventory.
6. Coordinates requisition of material with other departments and establishes delivery sequences to departments according to job order priorities and anticipated availability of supplies.
7. Arranges for the central supply transfer of supplies to meet production demand.
8. Arranges transfers of required materials with department supervisors for delivery to various departments.
9. Investigates and solves problems resulting from material shortages.
10. Investigates and researches for the best vendor, highest quality product, and best economical price for the organization, best value model.
11. Keeps abreast of new sources for supplies and materials.
12. Enters receipt of goods.
13. Maintains and monitors inventory levels.
14. Performs inventory counts, randomly, monthly, and yearly or on a need-to-basis.
15. Maintains the bar code and inventory system.
16. Prepares reports for Senior Leaders upon request or by published schedule.
17. Reconcile the asset file with MIP monthly.

18. Processes all inventory disposal and reallocation reports.
19. For all capital purchases, compile a price matrix from at least three vendors.
20. Will adhere to established safety practices and standards.
21. Responsible for travel to all HMS sites to ensure inventory compliance, inventory audits, and counts, etc., to include equipment and supplies.
22. Perform other related duties as assigned.
23. Failure to comply with Hidalgo Medical Services Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Hidalgo Medical Services Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination of employment, in accordance with Hidalgo Medical Services Compliance Program Policy and Procedure.

Minimum Qualifications

1. High school diploma required.
2. Minimum two-year experience in a similar position.
3. Bachelor's Degree preferred.
4. Medical Assistant or similar healthcare professional preferred.
5. Ability to maintain effective working relationships with all employees and department needs.
6. Ability to communicate professionally, clearly, and concisely orally and in writing.
7. Must be self-initiative and adaptable, with the ability to communicate with a variety of staff members and the public.
8. Must have an attention to detail.
9. Ability to organize, prioritize, and problem-solve independently and exercise excellent time management skills.

Required Skills

1. Must have a basic understanding of computers.
2. Must have a basic understanding of Microsoft Office, with advanced knowledge of Excel preferred.
3. Must be willing to use personal vehicle in the course of employment if needed.
4. Must be willing to do inter- and intra-state travel as needed.
5. Must be able to meet deadlines.

TO APPLY

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or dropped off or mailed to:

1105 N. Pope Street, Suite C, Silver City, NM 88061

Or

530 DeMoss Street, Lordsburg, NM 88045

For more information call 575-247-6036

