



MATERIALS MANAGEMENT CLERK – OPSEU (Union) Bargaining Unit Temporary Part-Time

Posting No: 2017-04
Posted: January 27, 2017 to February 3, 2017
Reports to: Chief Financial Officer

Position Description: Temporary Part-time position 9 – 12 months

To ensure that there is sufficient and correct inventory to allow for the uninterrupted operations in all departments.

Responsibilities:

- Ensure all inventory requirements are met on a consistent basis
- Liaise with vendors on issues such as quality, price, delivery
- Prepare purchase orders and contact suppliers
- Update and maintain contract and MSDS information
- Maintain a computerized medical supplies inventory
- Order, receive and deliver materials to departments in a timely fashion
- Perform other related activities, as necessary or as assigned.

Qualifications (Education, Experience, Abilities):

- Minimum of 2 years hospital related purchasing experience within a computerized environment
- Computer literacy with expertise in Microsoft Office applications
- Knowledge of WHMIS and Material Safety Data Sheets, Infection Control
- Excellent communication skills
- Flexible, organized and self-directed
- Interpersonal, communication, office administration and organization skills
- **Current Police Check/Vulnerable Sector Screen and immunization status required upon hire.**

South Huron Hospital Association is committed to providing a safe, healthy and inclusive work environment that inspires respect. SHHA encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

Interested applicants may forward a resume and covering letter in confidence to:

Director of Human Resources
South Huron Hospital Association
24 Huron Street West
Exeter, ON N0M 1S2

Email: human.resources@shha.on.ca Fax: 519-235-3405

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted.

