

 Oroville Hospital Job Description for Inventory Clerk	Department:	Purchasing
	Dept.#:	8400
	Last Reviewed:	05/08; 08/12
	Last Updated:	

Reports To

Director of Materials Management

Job Summary

The Inventory Clerk is responsible for assuring all supplies and equipment are inventoried, received and distributed in accordance with proper and prudent practices.

Duties

1. Inventory appropriate departments, which will in turn generate both stock and non-stock requisitions
2. Pick and deliver stock orders from storeroom inventory on a timely basis
3. Deliver and shelf stock and non-stock supplies and equipment in a neat, orderly manner
4. Receive and deliver and/or shelf all incoming shipments, ensuring accuracy of shipments, noting damage or shortages
5. Responsible for shipment of outgoing supplies, including returns with proper packaging and insurance
6. Route packing slips to appropriate personnel
7. Keeps the storeroom, staging and dock areas clean and orderly at all times
8. Establish and maintain a good professional rapport with the medical staff, administration, nursing personnel, staff for patient care areas, and members of all other hospital departments and services
9. Adheres to the appropriate and necessary fiduciary, ethical, and professional tone of the corporate purchasing function, both intra and interdepartmental
10. Meet or exceed standards of compliance of all the accreditation and regulatory bodies and commissions, in relationship to the purchasing function
11. Performs other related duties as may be assigned by the Director of Purchasing or Inventory Coordinator

Qualifications

1. Must be able to communicate in English

2. Must be able to follow oral and written instructions
3. High School diploma or G.E.D. equivalent preferred
4. Must possess a valid California Driver's license and able to be insured for driving company vehicles
5. Experience on a typewriter and computer very helpful

Lifting Requirements

Lifting requirement: Medium – generally not lifting more than 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.