

Purchasing and Inventory Officer

500-employee Quad City medical laboratory providing testing services to local hospitals, physician offices, clinics and nursing homes is seeking a Purchasing and Inventory Officer. This individual will negotiate the purchase of facility supplies and equipment, balancing the need to incorporate industry innovations with the financial benefits of long-term service contracts. Job responsibilities will include collecting data to evaluate existing and potential product and service markets, planning and coordinating vendor visits and demonstrations from sales reps, and managing inventory and analyzing invoice trends. Applicants must also be able to correlate selection criteria with comparative product data and have the communication skills to facilitate task force review and decision making. Candidates for this position must have 3-5 years of experience reviewing bids and negotiating contracts. A college degree with an emphasis in business management is desired. Applications for this position are available at www.metromedlab.com. We offer a competitive wage and benefit package.



Metropolitan Medical Laboratory, PLC.

1520 7th Street

Moline, IL 61265

EOE

METROPOLITAN MEDICAL LABORATORY, P.L.C.

PURCHASING AND INVENTORY OFFICER

Reports to:	Laboratory Directors	Date:	April 2005
Department:	Administration	Updated:	April, 2009
Employee Signature:		Date:	

SUMMARY DESCRIPTION:

Oversee functions related to procurement of material and equipment for efficient laboratory operations. Includes development, implementation and maintenance of effective inventory management system across all laboratory sites. Oversees the Courier department and operations for timely specimen transport.

ESSENTIAL FUNCTIONS:

1. Instructs, supervises and evaluates assigned personnel in purchasing, inventory and courier departments. Plans, organizes, and delineates duties and responsibilities of staff to ensure efficient workflow and compliance with policies and procedures.
2. Supervises procurement of laboratory supplies and equipment at most competitive cost while ensuring quality, reliability, continuity, and delivery. Collaborates with laboratory management to determine selection criteria for materials/equipment and to communicate systems for inventory and supply management. Acts as advisor on all matters of laboratory supplies/equipment; available to staff and laboratory management during work hours and, within reason, during non-work hours. Provides recommendations regarding supplies, and equipment to management.
3. Responsible for analyzing situations and negotiating contracts renewals that will optimize the delivery, cost, and quality of services provided.
4. Arrange and track service contracts on equipment for accurate follow through. Coordinates meetings with visiting sales representatives, (scheduling of appointments for meetings; demonstrations, trial usage of supplies and equipment.) Takes initiative to develop, maintain, and continuously improve reporting and evaluation systems to quantify savings and evaluate the efficiency of systems and processes.
5. Develops and revises, as necessary, written policies and procedures involving inventory. Investigates reported supply or equipment problems and develops corrective action. Develops process for ordering, receiving, and storing inventory. Develops and supervises invoice review mechanisms. Ensures organization of storage rooms at multiple sites.
6. Stays abreast of changes in the purchasing and inventory control environment to best serve the objectives of the organization and adjusts plans accordingly. Researches and develops pricing policies. Collect and analyze data to evaluate existing and potential product and service markets. Maintains outside professional contacts for exchange of purchasing/inventory information relevant to laboratory operations.
7. Conducts reference laboratory service and pricing evaluation and works with internal staff to determine optimal usage of outside laboratories for reference testing.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Performs other job duties as assigned.
2. Complies with company employment standards, policies and procedures including (but not limited to) safety, quality assurance, quality control, personnel, etc. Complies with applicable laws and regulations of accrediting and regulatory agencies as well as federal,

state, and local laws. Complies with client policies and procedures as applicable (i.e. hospitals, clinics, etc.)

3. Collaborate and coordinate efforts with other Officers in the company to assure quality laboratory services, efficient operations, and premiere customer service in compliance with regulatory and accreditation agencies.