



Grover C. Dils Medical Center has an immediate opening for a Materials Manager up to 32 hours a week.

Location: Caliente, NV

Hours: Up to 32 hours a week

Wage: \$14 to \$18 per hour depending on experience

Job responsibilities

- Confers with Department Supervisors and purchase order file for best resources.
- Verifies specifications of purchase requests.
- Checks inventory and/or warehouse for requested stock before ordering.
- Confers with group purchasing vendors for availability, up-to-date prices and correct specifications.
- Prepares Purchase Orders:
 - Computes total costs of items ordered
 - Obtains signature of Chief Executive Officer
 - Phones or sends order by facsimile to vendor
 - Copy of purchase order to department supervisor, controller and purchase order file
- Receives deliveries and checks packing slips against purchase order.
- Delivers orders upon receipt.
- Contacts vendor if discrepancy in delivery.
- Adds new items to computerized inventory.
- Maintains General Stores.
- Maintains stock in Clean Utility, Emergency Room and Pharmacy.
- Responsible for the security of General Stores.
- Responsible for annual inventory of General Stores and pricing of supplies by June 30.
- Complies with all Federal and State Regulations.
- Adheres to the dress code of the facility and department, with regard to infection control.
- Performs other reasonably related duties as assigned by immediate supervisor and other management, as required.

Minimum Qualifications

- High school diploma
- 1-year experience in ordering and/or stocking
- Strong interpersonal, communication, and customer service skills
- Basic computer skills
- Organization skills
- Basic knowledge of hospital materials preferred

Physical Requirements

- **Please see next page**

Applications are available on line at www.gcdmc.org, or you may pick up the application in person Monday-Friday from 8am-4pm in our Human Resources office located in the Administration building. **Applications must be complete and submitted to Katherine Lucchesi by email: kclucchesi@gcdmc.org; by mail to: P.O. Box 1010 Caliente, NV 89008; or delivered in person.**

Questions regarding the position may be directed to Katherine Lucchesi at 775-726-8006.

Grover C. Dils Medical Center is an Equal Opportunity Employer.



WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

Physical Requirements & Frequency Place an “X” in each box that is appropriate to the role:

Never= 0% **O**ccasionally= 1-33% ,1 to 3 hrs/day **F**requently = 34-66%,3-5 hours/day **C**onstantly = 67-100%,6-8 hrs/day

To be moved: include weight of object and distance carried.		Description of movement: lift, lower, push, pull, carry, reach above.				N	O	F	C
Patients:							X		
Supplies:								X	
Equipment								X	
Physical	N	O	F	C	Physical	N	O	F	C
Standing			X		Fingering				X
Walking			X		Handling				X
Sitting			X		Feeling				X
Stooping			X		Visual acuity: near				X
Kneeling			X		Visual acuity: far				X
Squatting		X			Depth perception				X
Climbing	X	X			Color discrimination				X
Balancing	X	X			Peripheral vision				X
Other					Talking				X
Reaching - above shoulder			X		Hearing				X
Reaching - at/below shoulder			X		Running	X			
Grasping			X		Other				
Physical Surroundings	N	O	F	C	Environmental Conditions	N	O	F	C
Cold (50 degrees F or less)	X				Chemicals	X			
Heat (90 degrees F or more)	X				Gases, fumes	X			
Dampness	X				Dust	X			
Inside work				X	Radiation	X			
Outside work	X				Other				
Walking Surface	X				Vibration	X			
Heights		X			Noise	X			

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