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# Example of Materials Management Job Description

Our company is growing rapidly and is looking to fill the role of materials management. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for materials management

* Provide leadership to local hospital materials management employees in order to provide timely deliveries of supplies
* Receive, inventory and stock supplies in medication rooms, exam rooms, and supply closets
* Wash, decontaminate, check, assemble, wrap, sterilize, store and distribute trays, instruments, supplies and equipment
* Prepare, package and sterilize all reusable medical supplies, and specialty instruments
* Regulates equipment management and maintain overall cleanliness and organization of the receiving and individual unit storage areas
* Assist with material cost containment and inventory control system
* Knowledge of infection control practices and sterile processing techniques
* Knowledge of personal computers, surgical instruments, medical supplies, and equipment
* Ability to read and interpret graphs and to learn how to operate sterilizer, ultrasonic cleaner, steam and ethylene oxide sterilizers and aerators
* Primarily responsible for receiving, which will involve a lot of heavy lifting

## Qualifications for materials management

* Must have human resource management, principles and practice of effective supervision
* Must be proficient with computer software tools, including word processing, spread sheet, data base, and other application packages
* Must have taken courses with a business focus (Accounting, Finance, Supply Chain Management)
* Requires BS/BA with minimum 5 years of related experience in a cGMP environment
* Must pass basic math test and Typing 15 wpm
* Routinely and effectively communicating with internal & external stakeholders regarding the status of new model projects