



Example of Central Supply Technician Job Description

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Our company is searching for experienced candidates for the position of central supply technician. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for central supply technician

- Expedite medical supplies or refrigerated items that are time & temperature sensitive
- Properly stock inventory on stockroom shelves
- Fill orders from PMM requisitions
- Assist with distribution of supplies to various departments through use of PMM inventory management software
- Work independently to establish and prioritize workflow of dock and stockroom
- Process returned stockroom items
- Distribute U.S. & interoffice mail
- Maintain a clean and organized stockroom, dock, and linen room
- May need to place orders to replenish supplies
- Replenish storage areas in various departments through Intellishelf inventory management software

Qualifications for central supply technician

- CRCST (Certified Registered Central Supply Technician) or medical terminology is preferred
- Subject to heavy lifting
- High school graduate or equivalent and/or required work experience
- Supply chain or materials management experience required, medical supply chain or central supply experience preferred

