



Example of Materials Coordinator Job Description

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

Responsibilities for materials coordinator

- Establishing, monitoring and adjusting PAR levels of supply items for the department
- Coordinating annual inventory process
- Using the BTS process to identify and implement supply cost savings opportunities
- Set-up and follow through on supply evaluation projects
- Equipment repair and loaner acquisition
- Collaborate with OR Nurse auditor to ensure all charge items are captured for billing
- Obtains competitive quotes for equipment
- Ensures Premier contract compliance
- Create and maintain Excel Spreadsheets to track cost savings initiatives
- Submits requisitions for supplies, while reviewing or best pricing

Qualifications for materials coordinator

- Some lifting (50 - 75 pounds) may be necessary. Considerable amount of time using various types of laboratory equipment including microscopes, microtomes, blades, strainers, pipettes
- Must be able to obtain onsite Forklift Certification
- Must have high level of interpersonal skills with customers and vendors
- Two (2) years of inventory management experience
- Ability to work flexible shifts, travel and/or work variable hours including holiday and weekends

