



Example of Specialist, Material Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of specialist, material. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for specialist, material

- This position is responsible for inventory taking in accordance with established perpetual inventory procedures and for the timely and accurate entry of data into the material requirements planning (MRP) system
- Par levels, restocks & distributes supplies & equipment to patient care areas according to customer needs, departmental schedules, policies & procedures and regulatory agency guidelines
- Responds to phone requests for supplies & equipment according to customer needs, departmental schedules, policies & procedures
- Picks supplies for daily "add-on" surgical procedures according to customer needs, departmental schedules, policies & procedures
- Sorts & processes all incoming and outgoing mail according to customer needs, departmental policies & procedures and U.S. postal service guidelines
- Performs all duties related to the shipping & receiving of all incoming & outgoing supplies, materials & equipment according to customer needs, departmental policies & procedures, vendor & carrier delivery schedules
- Maintains & distributes all specialty patient use equipment according to customer needs, departmental policies & procedures and regulatory agency guidelines
- Provides courier services according to customer needs and departmental policies & procedures
- Operates company vehicles in compliance with departmental policies & procedures, the Registry of Motor Vehicles and Department of Transportation

Qualifications for specialist, material

- APICS Certification and/or Certified Purchasing Manager (CPM) preferred
- Experience with an order fulfillment process
- Experience with Kanban and Demand Flow principles
- Experience with material flow and replenishment strategies
- Valid US Drivers Licence and a clean driving record
- Experience in Lean, Quick Response Manufacturing, and Six Sigma