



Example of Supply Chain Technician Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of supply chain technician. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for supply chain technician

- Support, advise and assist departmental managers within their hospital with supply chain and budgetary needs
- Prepare annual capital requests following corporate processes
- Repack material from sacks or drums into bags or drums for sales to customers per sales orders
- IXR membrane inspection and packaging per sales orders
- Work with QC to pick out correct RO membrane serial numbered boxes for shipments to customers
- Prepare drums, bags, sacks, and boxes for shipment to customers by various forms of transportation
- Receive and put away in the proper location inbound material from containers and LTL carriers
- Picks and keeps inventory of samples for shipments to customers for trial events
- Process shipments in UPS or Fed EX and in charge of labels, SDS's and making sure the sample requests are tracked
- Deliver incoming boxes, samples, and mail to the correct people on site

Qualifications for supply chain technician

- Communications clearly and concisely

- Basic skills – able to perform basic
- Must have sound math, counting and analytical skills
- Must be able to move quickly throughout the hospital on stat calls
- Must also have the ability to follow the Materials Management operating plan and objectives