



Coord Inventory Control-Days-7:30AM to 4PM-NYC

Contact: NORTHWELL HEALTH

Email: northwell_health@countyjobs.careers

https://ny-bronx.countybuyselltrade.com/jobs/coord-inventory-control-days-730am-to-4pm-nyc_new-york_236276

Address:

New York

Price:

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Details
Apply Job Description As the Coordinator of Inventory Control, you will coordinate all aspects of inventory control for assigned department. You will facilitate the acquisition, supply and maintenance of stock and non-stock items and equipment.

Responsibilities Include:

Coordinates and processes all requests for stock and non-stock items within department. Ensures adherence to government regulations and operational policies and procedures regarding the ordering and storage of supplies and equipment.

Establishes par levels and adjusts stock levels, ensuring supplies and equipment are readily available for daily use by department personnel.

Verifies inventory costs including item price, shipping responsibility and fees, payment terms, product availability, and packaging specifics.

Verifies vendor contract terms and conditions and ensures vendor adherence to established commodity contracts.

Prepares necessary documentation to process requests for equipment, repairs, damage adjustments and erroneous shipments.

Prepares and submits necessary documentation for patient charges.

Coordinates and follows-up with vendors to ensure delivery dates are met, expedite back orders, avoid stock-outs, and rectify any discrepancies.

Collaborates with nursing staff, physicians, and other department personnel to ensure equipment and supply needs are being met.

Facilitates departmental product queries and service requests, as needed.

Establishes and maintains records of all purchases, orders, requisitions, equipment repairs, vendor price lists, capital and operating files. Maintains implant and device traceability.



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