

# JOB POSTING

- DEPARTMENT:** MATERIALS
- JOB POSITION:** Materials Management Coordinator
- JOB STATUS:** Full-time position working approximately 80 per two-week pay period. Day shift hours, from 8-4:30pm, Monday through Friday.
- JOB QUALIFICATIONS:** High school graduate or equivalent. Preferred associate degree in business or finance. Knowledge of keyboarding and basic computer skills. Two years of experience in an office atmosphere in either a purchasing or accounting department. Candidate will have intermediate skills in MS Office, Excel, and other applications. Excellent problem-solving skills, an understanding of contract terms, and general accounting knowledge. Strong leadership skills and supply chain experience, preferred.
- JOB DUTIES:** Places purchase orders and tracks inventory to achieve efficient operation following established department and hospital procedures. This includes reviewing requisitions, processing purchase orders, maintaining various databases for recording items received, dispersed price changes, vendor masters, special orders, and inventory counts. Meets with vendors and colleagues when necessary. Negotiates quotes and is responsible for updating and tracking all contracts with suppliers. Performs accurate accounts payable functions within the framework of the objectives and policies established by the hospital's Vice President and Chief Financial Officer by providing support and assistance to the Senior Director of Accounting.
- JOB AVAILABILITY:** To be discussed with applicant at time of interview.
- COMPENSATION:** To be discussed with applicant at time of interview.
- CONTACT PERSON:** If interested contact Penny Clouse, Director of Accounting, by email at [cloup0013@wyandotmemorial.org](mailto:cloup0013@wyandotmemorial.org) or by fax to 419-209-0000, by no later than Monday, December 6, 2021.

Posted: 11/29/2021 @ 11am kc