

STODDARD BAPTIST GLOBAL CARE, INC.

Facility: WASHINGTON CENTER FOR AGING SERVICES

JOB DESCRIPTION (MATERIALS MANAGEMENT TECHNICIAN)

JOB TITLE: MATERIALS MANAGEMENT TECHNICIAN AIDE
DEPARTMENT: MATERIALS MANAGEMENT
CLASSIFICATION: NON-EXEMPT
REPORT TO: MATERIALS MANAGEMENT MANAGER

I. BASIC FUNCTIONS

Receive and issue supplies and equipment for the facility. Maintain adequate supplies and equipment for all departments. Perform clerical duties relating to the Materials Management Department.

II. CHARACTERISTICS RESPONSIBILITIES

- Receive deliveries and store them in designated areas.
- Accomplish inventory and complete charges for each department. Maintain accurate records on all charged items.
- Process special order requisition from departments and deliver materials on a daily basis. Provide the Director with requisition of non-stock items.
- Maintain accurate records of supply distribution.
- Maintain adequate stock level and complete weekly inventory of supplies.
- Monitor office supply stock levels, order as needed and distribute office supplies based on approved requisitions.
- Maintain an inventory record of accountable property showing property tag number and/or serial number, location in the facility and condition.
- Log purchase orders, split copies and send designated copies to Business Office in a timely manner. Set up open purchase order file as needed.
- Verify packing slips with purchase orders, note back-orders and file in back order file, submit purchase orders for all items received to Business Office in timely manner for appropriate payment; check all packages for damages.
- Open departmental mail, file inventory cards and reports, file requisition records, close purchase order, process product information and contracts as needed.
- Answer telephone, take messages and place orders as directed.
- Assist in maintaining accuracy of bar coding reports.
- Demonstrate working knowledge of computerized purchasing inventory system. Assist Coordinator with bar-coding scanning inventory system.

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- Perform other duties and assume responsibilities as requested by Director or Coordinator

III. WORKING CONDITIONS/PHYSICAL EXERTION

- Working in a clean, well-lighted, heated and ventilated office.
- May be exposed to inclement weather during reception of Deliveries.
- May be required to do heavy lifting.
- May be exposed to communicable diseases.

IV. DUTY HOURS

- Is classified as non-exempt and is eligible for overtime pay as approved by the immediate supervisor.
- Minimum of 40 hours per week, or whatever is required for efficient job performance
- Minimum Entry Qualification
- High School Diploma or GED.
- Typing and filing skills essential; PC proficiency preferred.
- Excellent verbal and written skills.
- Ability to respond to staff requests in a courteous and professional manner at all times.
- Bar coding experience is a plus.
- Possess a valid driver's license

V. SUPERVISION RECEIVED

- Reports to Director of Materials Management.

VI. SUPERVISION EXERCISED

- Volunteers and other staff as instructed by the immediate Supervisor.

VII. PERSONAL INTERACTION

- Significant interaction with staff and vendors.

I, _____, have read the above job description and fully understand the conditions set forth therein. I will perform the duties of MATERIALS MANAGEMENT TECHNICIAN to the best of my knowledge and ability. I have received a copy of this job description.

Date: _____ Signature: _____