



SUPPLY CHAIN UTILITY CLERK

SUMMARY OF SPECIFIC DUTIES AND FUNCTIONS

Under the supervision of the Supply Chain Manager, the Supply Chain Utility Clerk is responsible for all aspects of supply and service orders. The Supply Chain Utility Clerk maintains inventory par levels throughout organization. Orders, receives, and stocks medical supplies. Maintains related records, reports, and performs other duties as necessary for the needs of PACE SEMI. Supply Chain Utility Clerk will perform light maintenance task assigned by Supply Manager and assist in areas of janitorial, shipping, receiving shredding and linen.

- Serves as liaison for building in regards to service related Issues
- Responsible for the ordering, receiving, and distribution of all supplies including office, incontinent, and DME
- Verify all orders are received in full and report any discrepancies to end user and Supply Manager
- Rotate all stock regularly and maintain pre-determined par levels per department managers
- Keep vendor repair log for service and safety issue
- Maintain logs relative to supply orders and special orders
- Maintain filing system of orders and packing manifest for records up to 6 months
- Assist staff in locating stock and keeping par areas clean and organized
- Monthly reviews of ordering history and with supply Manager for senior leadership.
- Perform light janitorial duties i.e. (change light bulbs, hang pictures, assembly of small equipment, and log broken equipment for repair
- Monitor and maintain all copier and office supplies per par levels
- Assist with moving and relocation of furniture throughout facility
- Aide and provide janitorial supplies to cleaning staff in assigned areas
- River town utility clerk will be responsible for satellite site in Warren
- Responsible for any additional duties assigned by Supply Chain and Center Managers

SUMMARY OF KNOWLEDGE, SKILLS, AND EXPECTATIONS

- Ability to read, write, and follow oral/written instructions required
- Successful completion of on the job-training program of up to one month required
- Physical ability to lift and transport stock items as required
- Current State of Michigan Driver's license
- Demonstrate effective organizational and planning skills
- Must meet or exceed core customer service responsibilities, standards and behaviors
- Must have basic computer skills