

JOB VACANCY ANNOUNCEMENT

Opening Date: January 7, 2019 Closing Date: January 11, 2019
 Position: **Material Management** Reports to: Project Manager

Manager

Salary/Wage: \$32.08 - \$35.41/HR DOE Department: Warehouse
 Hours: Monday – Friday; 8:00am – 5:00pm Location: SSMH

Brief Summary:

Oversee supply, delivery of mail, freight, and property activities at Arctic Slope Native Association and Samuel Simmonds Memorial Hospital.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

- High School diploma or general education degree (GED).
- Two years of relevant experience or technical school required.
- Two years of materials management required.
- 2- 3 yrs. of supervisory experience preferred.

Essential Job Functions:

- Manage and coordinate all supply and delivery activities to assure appropriate utilization of Materials Management personnel.
- Assign work, based on priorities, complexity and capabilities of staff; prepare staff schedules assuring adequate staffing.
- Provide department orientation of new personnel; oversee initial/ongoing competency evaluation to ensure staffing effectiveness.
- Complete performance appraisals; monitor performance; assist in the implementation of performance improvement plans or other actions as required to enhance or correct performance.
- Stamp and mail outgoing hospital business mail, distribute incoming hospital business mail to hospital departments and forward mail when appropriate.
- Deliver interdepartmental mail. Maintain reporting logs and supporting documentation.
- Pick-up and deliver all "RUSH" items from the local airlines; such as blood, lab specimens, medications, Gold streaks, Fed Expresses, Airborne Express, and other medical equipment as necessary.
- Record and log shipments of all Gold streaks, Airway bills, village medications, oxygen cylinders and any other sensitive items as necessary in accordance with established policies and procedures.
- Receive other incoming freight, store or distribute as necessary in accordance with established policies and procedures.
- Prepare outgoing business freight for shipment and prepare necessary shipping documents.
- Assist with receiving, logging, handling, storing, and transporting oxygen in accordance with OSHA & DOT standards for compressed gases, understanding that compressed gas cylinders are always under pressure.
- Follow OSHA & DOT guidelines for handling, storage, and transporting oxygen cylinders for hospital and village health clinics. Follows established policies and procedures to prevent explosions.
- Maintain loading dock to meet established safety requirements.
- Assist in maintaining Building 401 warehouse section, ensuring surplus furniture and equipment is put away neatly.
- Maintain close working relationship with co-workers and service providers.
- Maintain a good working relationship with staff and members of the community.
- Perform other duties as assigned such as, making bank deposits for Medical Billing, keeping the ER oxygen rack stocked, moving office furniture and responding to other hospital business needs.
- Work closely with purchasing department for inventory/asset tracking.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
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 Email- applications@arcticslope.org

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.