

Attention National Guard Members, Veterans and Transitioning Military:

To apply for this position visit <http://casy.mscn.org/JobSeekers/CreateAccount.html> < Caution-  
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\*Military Spouses\* may apply by logging in or registering here:  
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<http://mscn.org/JobSeekers/index.html> > Click on "Search Openings". Enter the Req # listed below in the "Auto req ID" field to search for this position.

Search for Req #: 160361BR - Purchasing and Supply Manager - Denver CO

This position is open until filled.

#### JOB DESCRIPTION:

Purchasing and Supply Manager is responsible for contracting and negotiating with vendors, purchasing, maintaining medical and office supply inventory, facilities contracts, and filling orders for caregivers. (with or without reasonable accommodation).

Supervises and trains supply staff regarding day-to-day procedures and duties, providing timely and consistent coaching, feedback and reviews.

Coordinates the purchasing of medical, office and form supply stock, with responsibility for inventory, cost of products, quality of products, and controlled utilization.

Orders supplies at a level which ensures adequate stock but minimizes storage needs.

Ensures that caregivers' requests for patient supplies are processed promptly and accurately internally or by selected vendors through a direct ship program.

Responsible for facility maintenance ensuring vendors are contracted for repairs and maintenance at competitive rates.

Responsible for running our high quality printer for special projects including printing of business cards, brochures, and other items. All

graphics are supplied.

Coordinates transportation of supplies, paperwork, mail, etc., between company and other locations as needed.

**SUPERVISORY RESPONSIBILITIES:**

This position will supervise other associates.

**EDUCATION and/or EXPERIENCE**

Associate's degree in business or related field. Bachelor's degree (BA/BS) preferred.

Two years experience in supplies or purchasing, preferably in health care, or related experience.

Management experience strongly preferred.

Valid Colorado driver license and clean driving records required.

Understanding of electronic inventory system and use to effectively track usage, turnaround, and inventory/supply prices.

Good communication skills and customer service dealing with employees and vendors.

Negotiation and purchasing skills to locate, obtain favorable pricing and timely delivery of inventory items.