

JOB POSTING

Post Date: May 20, 2024

Expire Date: June 15, 2024

All interested candidates are encouraged to apply for the Material Management position

Material Management Director

Department: Material Management
Job Status: Full Time
Level: Senior Management
Reporting line: CEO/DCEO
Supervises: All Material Management Staff

SUMMARY OF POSITION

Directly responsible for the management and supervision of the evaluation, storage and distribution of all supplies and equipment. The Material Management Manager is responsible for overseeing all warehouse activities including, evaluating purchased items, receiving, storage, inventory control, distribution and disposal. Coaching and mentoring warehouse personnel and ensuring that all the Medical Center policies and procedures are followed. Oversees employee performance appraisals, ensure performance issues are addressed and resolved. Work with the Procurement Director to plan and coordinate the uninterrupted flow of supplies needed to meet the demands of the clinical, administration and operational schedules. The Material Management Director must be willing to work in any and all areas of operations. The Director will oversee the daily operations of the Material Management Office.

OBJECTIVE OF POSITION

- Directs inventory control, shipping and receiving, and materials storage.
- Directs planning and scheduling based on materials purchase forecasts.
- Maintains inventory levels to ensure deliveries occur within the Institutions timelines.
- Maintains and ensures accuracy of the perpetual inventory system.
- Works with purchasing department to schedule delivery of materials, supplies, and equipment.
- Oversees shipping and receiving functions related to purchased parts and finished goods.
- Identifies opportunities to reduce transportation costs and charges.
- Manages and monitors storage of purchased parts and finished goods.
- Performs write-offs on damaged or obsolete inventory to reflect accurate value of inventory.
- Establishes procedures for conducting and valuing year-end physical inventory.
- Oversee the all the storages functions utilizing acceptable storage practices

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- Leads team by setting productivity goals, placing inventory orders, setting up logical organization systems within the warehouse.
- Determines standards for quality control and inspect inventory and packaging before sending orders to the next location.
- Strategizes about inventory volumes and warehouse capacity to maximize productivity, rearranging stocks for improved efficiency while allowing Warehouse Workers to easily navigate between aisles/pallets/shelves.
- Controls inventory levels by conducting cycle counts and other physical counts as needed. Ensures that all results are properly reconciled with data storage system.
- Develops or performs Warehouse Management operations that involve planning, coordinating, or evaluating warehouse management system
- Ensure that employee and patient safety is a primary concern in the selection of supplies and equipment
- Oversee the use of information technology in the purchasing and distribution process

DUTIES AND RESPONSIBILITIES

- Promotes the mission, vision, and values of the organization
- Maintain in depth knowledge of JFKMC purchasing program and solid knowledge of other JFKMC product category programs
- Develop and maintain good working relationships with customer departments, the management team, and medical staff
- Develop, maintain, and coordinate a system for regularly scheduling contract reviews where applicable
- Review routinely storage practices to assure that staff are storing and utilizing appropriate contracts and tiers
- Verify items on waybills matched items purchased and delivered
- Coordinate with team to ensure items are stored in the best possible locations and conditions
- Receives, Inspects and Certifies acceptance or rejection of supplies and equipment delivered to or provided to the Medical Center
- Ensures that all consumables, Fuel, Goods, Disposable and Non- Disposable items purchased by the Medical Center are properly received, inspected, and managed.
- Receives, Inspects, and Manages medical equipment, supplies, vehicles and equipment for the Medical Center and ensures delivery to the appropriate department/section.
- Participates in generating an effective and efficient warehouse planning and ensuring the creation of a centralized warehouse system.
- Participates and ensures the development of logistics emergency platform, ensuring contingency plans for medical supplies and identifies ways to overcome obstacles when receiving goods.
- Ensures proper packaging of products during the transit to secure the products from any kind of damage.
- Maintains physical condition of warehouse by planning and implementing new design layouts based on peak seasonal requirements and periodically reviewing sales velocity of non-seasonal inventory
- Ensure an accurate record is kept for all items coming in and leaving the warehouse
- Ensure monthly report is generated and send to management accounting for the Items in warehouse and balance brought forward from previous month

- Ensure accurate monthly report is generated and send to management for the utilization of items from warehouse per departmental request
- Regularly collaboration with departments to ensure materials do not run out of warehouse be requesting
- Regularly highlight items that are running out of storage to relevant department head
- Regularly inform department heads when requested items are purchased and delivered to you for distribution
- Ensure optimal participation in JFKMC agreements to maximize price savings, rebates, group redistribution and commitments
- Oversee the all the storages functions utilizing acceptable storage practices
- Work with the hospital management staff to procure the appropriate supplies and equipment within agreed upon time frames
- Ensure that employee and patient safety is a primary concern in the selection of supplies and equipment
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks · Creating standard operating procedures for all facets of warehouse management
- Keeps up-to-date on the laws governing inventory management and safety regulations
- Achieves financial objectives by assisting senior management with preparing an annual warehouse budget; the scheduling of expenditures; reviews and recommends corrective actions when budgetary variances occur.
- Ensures warehouse operational production requirements are meet by reviewing the scheduling and assigning of employees; following up and reviewing daily results with personnel.
- Oversee the use of information technology in the purchasing and distribution process
- Coordinate upgrades to the system and use of new software applications
- Develop most suitable storage arrangement for commodities, including blanket contracts, standing orders and vendor stocking arrangements
- Coordinate the standardization of supplies and equipment within the organization
- Coordinate the resolution of equipment and supply quality and service problems with vendors
- Give consideration to environmental concerns in the selection of supplies and equipment
- Maintain a professional environment in interactions with vendors and staff alike
- Responsible for selection of storage considering quality of material or service and cost to the Hospital
- Coordinate the reconciliation process for invoices with the Accounts Payable department when price and quantities do not agree with the purchase order
- Orient new leadership team members on purchasing policies and practices
 - Assist in the preparation of the annual departmental operating and capital budgets; operates each function within the approved budget
 - Reports immediately all machines and equipment that are not functioning properly.

DELIVERABLES

- Oversees shipping and receiving functions related to purchased parts and finished goods
- Establishes procedures for conducting and valuing year-end physical inventory
- Communicates any change in Operating procedure to Management
- Oversee the use of information technology in the purchasing and distribution process.
- Ensures goods purchased and brought on campus are checked against waybills for accuracy

- Ensure good brought on campus are stored in in the right location, environment and safe.
- Responsible for achieving the storage and distributions of materials goals of the medical center

QUALIFICATIONS, SKILLS-MIX AND COMPETENCE:

EDUCATION

- Master in Business Administration, Logistics, Management or related field required.

EXPERIENCE

- Five years of experience in materials control field required
- Must have current knowledge, skills and abilities of the principles, practices and methods on material management operations
- An acceptable level of skills on any material management software

SKILLS-MIX REQUIREMENTS

- Attention to Details
- Analytical skills
- Organization skills
- Communications skills
- Records Management
- Customer Relations skills
- Available to attend all mandatory meetings
- Computer skill
- Dependable and very committed

COMPETENCY REQUIREMENTS

- Outstanding leadership, organizational, multitasking and problem-solving skills.
- Excellent understanding of warehouse management procedures.
- Proficient knowledge of inventory and inventory controls.
- Excellent leadership skills, including the abilities to set goals, motivate and manage conflict
- Outstanding communication skills, including writing, speaking and active listening
- Great interpersonal skills
- Good project management skills, including strong decision-making, problem-solving and strategic planning abilities
- Exceptional time management and organization skills
- In-depth understanding of industry best practices for the warehouse
- Familiarity with bookkeeping, inventory control practices and logistics
- Comfortable using inventory management software and other organizational computer applications. Proficient computer skills.
- Physical strength, stamina and the ability to walk or stand for long periods of time
- Acts with integrity and honesty



- Ability to think fast and react with confidence
- Strong computer skills (Microsoft, Word, Excel, Power Point, Publisher)

You may be required to perform other duties as requested by the department.

All interested candidates should please send their applications letters and CVs to sirdarlington2002@yahoo.co.uk on or before June 15, 2024 @ 5:30pm. Only shortlist candidates will be contacted.