

# Materials Purchasing/Stock Clerk

**Department:** Materials Management

**Schedule:** Full Time (80hr/per pay period)

**Shift:** Day Shift, 5 days per week

**Hours:** Hours rotating between 7-4, 7:30-4:30, 8-5, no holidays, no weekends

**Job Details:**

**POSITION SUMMARY**

Supports departmental patient care activities by ensuring that appropriate material resources including equipment, instrumentation, implants and supplies are available as needed. Maintains active communication among interdepartmental staff and surgical staff. Initiates purchase orders and enters into the computer system. Pulls surgical supplies according to surgical case pick list. Incorporates the team concept in all activities that support hospital departments. Always adheres to standards measured by the Q.I. process as evidenced by peer and management evaluation and observation.

**POSITION QUALIFICATIONS/JOB REQUIREMENTS**

High school diploma

Knowledge of operating room supplies and equipment as well as general hospital supplies preferred.

Must be able to lift 25-70lbs

Constant body movement, either walking, stooping or lifting

**Other:** Salary commensurate with experience  
Competitive benefit package

**Apply:** Online at [www.salinasurgical.com/careers.php](http://www.salinasurgical.com/careers.php)  
In person at 401 S. Santa Fe Ave, Salina, Kansas

