



Materials Manager Job Description

The Materials Manager is responsible for the purchasing process of the surgery center, which includes inventory control: ordering all medical supplies, maintaining an appropriate inventory of all medical supplies, receiving and stocking of all medical supplies to their assigned area. The materials manager is also responsible for issuing POs for vendor implants and ensuring vendor contract adherence.

Provides support to the surgical team and provides patient care within the prevailing state standards of practice and according to the policies of the facility. Communicates appropriate information to other team members. May have additional responsibilities designated by the manager.

Responsibilities include:

- Coordinates receiving, processing distributing, and storing of supplies
- Ensures healthy flow throughout supply chain
- Monitor and manage repairs of equipment
- Maintains and coordinates the inventory system
- Identify potential suppliers based on project requirements
- Performs other duties as requested by management
- Financial analysis as required to support department goals
- Effectively coordinates with the Director of Nursing, Surgery Center Administrator, physicians and ancillary departments on all issues relating to patient care and specialty requirements and coordinates procurement of specialty equipment as indicated and approved according to Surgery Center policies.
- Plans, coordinates, and manages all functions associated with Materials Management Supply

Required Skills:

- Ability to prioritize and execute tasks in a high-pressure environment
- Good written and verbal communication skills
- Ability to work in a team environment as well as independently
- Strong attention to detail
- General understanding of medical supply equipment
- Previous 1-2 years ASC in Materials Management preferred
- Previous 1-2 years (ASC or hospital setting) as a Surgical Scrub Technician or Sterile Processing preferred

The Surgery Center in Flowood opened in 2019 and is a single specialty orthopedic ambulatory surgery center with eight ORs, three procedure rooms. Fully accredited by AAAHC, the center was also the very first privately held ASC to obtain BCBS Blue Distinction status, a designation previously only available to top quality hospitals.