

# Cape Fear Valley Health System

## POSITION DESCRIPTION

**Position Title:** Supply Chain Inventory Operations Analyst 323 29  
**Department:** Purchasing  
**Classification:** Exempt

**Job Summary:** The primary focus of this position is to ensure the integrity of the Item File/Product Catalog and provide day-to-day applications and process support within Supply Chain's technology portfolio. The Supply Chain Inventory Operations Analyst also supports technology-related projects and processes, analyzes data, prepares meaningful analytical reports and serves as a subject matter expert in the area of Supply Chain technology. Explores and introduces opportunities to improve processes, introduce automation and facilitate efficiencies.

**Job Relationships:**

Responsible to:	Purchasing Director
Nature of Supervision:	Direct
Positions directly supervised:	None

### Major Job Functions:

The following is a summary of the major essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below; and specific functions may change from time to time.

- Item Master Integrity:** Responsible for all additions and/or changes to information in the Lawson Item Master file. Maintains and monitors data integrity in regards to nomenclature, manufacturer/vendor item setup, unit of issue cost, charge code setup. Engages Supply Chain management and end users to maximize Item Master effectiveness, usability and compliance with industry standards.
- System Support:** Supports and manages information systems, including applications and software. Coordinates and supports the review, testing and implementation of system upgrades and/or patches. Collaborates with functional and technical staff and serves as a liaison to vendors to regarding system and/or application issues. Troubleshoots software problems with Materials Management software and systems prior to calling Information Systems or the vendor. Documents processes and outcomes. Must gain thorough understanding of all department software. Provides education/training to system users
- Financial Analysis:** Provides requested financial data and analysis in a thorough and timely manner. Performs scheduled activities, reports and audits. Identifies trends and recommends solutions and alternate processes to support Supply Chain's financial and operational goals.
- System Spend Management:** Manages system spend reporting for Supplies, Services, and Capital purchases. Collaborates with Supply Chain leadership to communicate and drive spend optimization and supply standardization opportunities.
- Leadership:** Facilitates communications to govern master data management for Supply Chain. Leads discussions towards practical, progressive solutions that resolve system issues Investigates possible solutions in advance and makes unbiased, objective recommendations.
- Projects/Process Improvement:** Coordinates and leads assigned technical and/or operations-based projects. Explores and introduces opportunities to improve processes, introduce automation and facilitate efficiencies. Manage and facilitate improvements in data integrity and data exchange in all aspects of procurement. Communicates solutions, successes and opportunities to the Director of Purchasing. Responsible for maintaining master item file that serves as basis for all automated requisitions and charge master related to patient supply items.
- Key Performance Indicator Dashboard:** Develop and maintain supply Chain KPI metrics dashboard using best practice benchmarking information. Publish and distribute as required with a summary analysis of trends, anomalies and recommendations for opportunity based on the compiled data.
- Creates ad hoc reports on an as needed basis.
- Promote cross facility purchasing, planning, stocking and transportation to minimize overall cost to the health system
- Facilitate sub system close activities and submit summary reports to leadership as requested
- Builds confidence and respect of others through a positive and energizing style
- Assists work team in the achievement of goals/ commitments; achieves own goals/commitments regardless of obstacles
- Resolves day-to-day or routine problems using defined processes
- Maintains confidentiality of all data and information within the Supply Chain Services Division.

**Knowledge, skills, and abilities required:**

1. Strong Analytical Skills.
2. Demonstrates integrity and is viewed by internal stakeholders & supplier as trustworthy and credible.
3. Builds effective and strong personal relationships with internal stakeholders.
4. Good written and verbal communication and executive presentation skills.
5. Personal confidence.
6. Ability to influence others through data
7. Outstanding PC skills in the area of Microsoft office package.
8. Ability to work with all levels of employees.
9. Creative problem solving skills.
10. Strong organizational skills with ability to handle multiple responsibilities in a fast –paced environment.
11. Meets dead-lines.

**Qualifications:**

The following qualifications or equivalents are minimum requirements necessary to perform the essential functions of this job:

**Education and formal training:** High School graduate required. Two-year degree in Business Administration or Information Systems/Computer Science or Computer Certification preferred

**Work experience:** Minimum of two years experience in hospital Materials Management environment working with automated Materials Management Systems required.

**Knowledge, skills, and abilities required** Knowledge of computers is required. Ability to think in a logical manner is required to troubleshoot problems. Must possess the ability to work with little or no supervision. Must demonstrate effective written and oral communication skills. Must be flexible in work hours and changing workload. Must be able to prioritize tasks and needs of the department. Must have understanding of basic materials/distribution theory. Must be familiar with Microsoft products

**Physical requirements:** Hearing and verbal ability to communicate is required. Visual acuity for use with computer systems and printed reports is required. Manual dexterity is required for use with computer keyboards..

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Employee Signature

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Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

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