



**Job Title:**Project Coordinator, Materiel Management

**Job Summary:** The Materiel Management Project Coordinator participates in, compiles, and completes various financial projects including those related to supply and other resource expenditures and resource utilization. Prepares reports, audits, and financial analyses from internal and external data for analysis and management decision making. The Materiel Management Project Coordinator is responsible for identifying opportunities and developing plans for expense reduction as related to supplies and equipment; coordination and implementation of projects; and follow-up of success of those projects. Regarding patient health information, has access to demographics, billing, and limited clinical data relevant to the duties of the position.

**Job Qualifications:**

- Bachelor of Science degree required.
- Excellent analytical and communication skills.
- Well organized, self-directed, with skills to compare financial and resource utilization information, analyze comparative data, and present information with interpretations for management use.
- Excellent computer skills.
- Minimum 2 years experience in roles to include, but not limited to, financial reporting, accounting, healthcare management, and purchasing or inventory management.
- Healthcare Accounting or Materiel Management experience is preferred.

**Physical Demands:** Must possess full range of body motion to pass basic FIT test for position to include walking, kneeling, standing, pushing, pulling, bending, stooping, reaching and sitting for extended periods of time. Work is light/medium in nature with minimum ability to lift/move 30 lbs safely; may occasionally have to lift up to 100 lbs with assistance or assistive devices. Ability to perform repetitive tasks such as simple grasping, pushing, pulling, and fine manipulation (i.e. keyboard)

**Reports to:** Director of Materiel Management