



Inventory Specialist at Moab Regional Hospital

Moab Regional Hospital is seeking qualified candidates for one Inventory Specialist position. This role plays an essential role in the provision of care to our patients and workflow of our staff. Responsibilities will include inventory management (including real-time) of internal and external stock, shipping and receiving, interdepartmental deliveries, and processing paperwork through the Materials Management Information System (MMIS). It will also encompass many aspects of the ordering process, including departmental support and education. This position works as part of a small, collaborative department. The right candidate has excellent customer service skills, possesses impeccable attention for detail, has a high level of initiative, and is highly organized. This is a full-time (40 hours/week), year-round, benefited position.

What makes Moab Regional Hospital a great place to work?

- Year Round Employment
- Job Security
- Predictable Schedules
- Collaborative and Supportive Workplace
- Professional Growth Opportunities
- Full benefits: Insurance, Retirement, Ongoing Education, and more

Our people make the difference. We promote from within and support our staff as they build careers in healthcare and related fields. Our administration, clinical staff, and non-clinical staff work closely together to foster a fast-paced work environment and a positive work-life balance. With reliable schedules and year-round employment, you can enjoy steady work and still have time to enjoy all that the Moab area has to offer.

Minimum Qualifications

- Strong customer service and communication skills, including oral, written, and listening skills.
- Ability to work well as part of a small team and also make sound independent judgement calls.
- High level of comfort with computers and ability to learn Materials Management Information System (MMIS).
- Reliable and timely with work schedule; some schedule flexibility for evenings and/or weekends strongly preferred.
- Able to handle stressful situations calmly and professionally; emotionally mature.
- Able to receive and manage sensitive information professionally and maintain confidentiality at all times.
- Extremely high-level of attention to detail and well-developed organizational skills.
- Able to walk and stand for extended periods of time; able to lift and move up to 30 lbs independently and up to 50 lbs with assistance.
- High school diploma or equivalent; college course work in business, preferred.

This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.

Moab Regional Hospital is proud to be a Drug Free Workplace and EOE.

How to Apply

- Email your resume to jobs@mrhmoab.org.

All positions subject to close without notice. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and/or protected veteran status.