



Inventory Specialist – Special Projects at Moab Regional Hospital

Moab Regional Hospital is seeking qualified candidates for one Inventory Specialist – Special Projects position. This role is essential in the provision of care to all patients and workflow of the entire organization. Responsibilities include management of stock from delivery truck to departmental use. It will also encompass all aspects of the ordering process, including departmental support and education as well as real-time management of supply levels. Special projects are also an integral part of the role, which could include anything from designing storage solutions to selling old equipment to training new hires on supply procurement procedures and more. This position works as part of a very small department so flexibility and a willingness to help out is key. The right candidate will have a high level of initiative, provide excellent customer service to our internal and external customers, possess impeccable attention for details, and be 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, paid vacation and sick leave, 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.
- MA, CNA, medical terminology, or other type of medical background/experience strongly preferred.
- High-level attention to detail and organized.
- Reliable and timely with work schedule; some schedule flexibility strongly preferred.
- High level of comfort with computers and ability to learn department-specific software.
- Able to navigate stressful situations calmly and professionally; emotionally mature.
- Able to receive and manage sensitive information professionally and maintain confidentiality at all times.
- High school diploma or equivalent.
- Able to lift/carry/push/pull up to 50 lbs unassisted on occasion.

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. Candidates must be able to pass a background check. This position required mobility and the ability to lift and move up to 30 lbs. repeatedly.

How to Apply

- Submit 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.