



## **Inventory Specialist with Materials Management**

The Inventory Specialist is essential to the provision of care to patients throughout the organization. Responsibilities include management of stock from delivery truck to departmental use and all steps in between. This position also encompasses all aspects of the ordering process, including departmental support and education as well as real-time management of supply levels. This position also includes special projects—from designing storage solutions to selling old equipment and more. This position works as part of a small team so flexibility and an easy-going demeanor are key. Our ideal candidate will be an MA or CNA with excellent customer service skills and an appreciation for the smallest of details! Individuals that are very organized and self-motivated will be a great fit for this roll. The position is full-time, year-round, and benefits. Schedule is generally Monday-Friday, 8:00a-4:30p with some flexibility on start/end times.

### **What makes Moab Regional Hospital a great place to work?**

- Wide range of benefits, including insurance, retirement, and paid time off
- Collaborative and supportive workplace
- Professional growth opportunities including continuing education, trainings, and more!

Our people make the difference. We promote from within and support our staff as they build careers in healthcare. Our employees are energetic, collaborative, and passionate about serving our community. You can enjoy steady work and still have plenty of time to enjoy all that the Moab area has to offer.

### **Minimum Qualifications**

- Previous experience working as a CNA, MA, or similar role in a medical setting.
- Ability to work well as part of a small team and also make sound judgment calls independently.
- Strong customer service skills and ability to communicate well with others, including verbal and written communications. Excellent listening skills.
- Highly organized; passionate about getting details right.
- Comfortable with computers and other clerical office equipment. Able to learn department-specific software.
- Able to navigate stressful situations calmly and professionally; emotionally mature.
- Able to lift/move up to 50 lbs. without assistance and lift/move weights beyond 50 lbs. with assistance.
- Ability to work in a confidential manner.
- Reliable and timely with work schedule. Some schedule flexibility strongly preferred.
- Flexible and willing to accept other duties as assigned.

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

To apply, submit your resume to [jobs@mrhmoab.org](mailto: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, or protected veteran status.

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