

# MASONIC VILLAGE

## POSITION DESCRIPTION

Position Title: Procurement Specialist, Health Care Center FLSA Status:

Department: Purchasing and Materials Management, Finance

Supervisor Title: Director, Purchasing and Materials Management

**I. POSITION OBJECTIVE**

As the Procurement Specialist for Masonic Villages Health Care Center, you will utilize Workday Procurement software to acquire goods and services required to support the facility operations. Direct responsibility for the planning and procurement of medical supplies, equipment and services including the coordination of their delivery. Works alongside suppliers’ to develop relationships to ensure mutually beneficial transactions according to Masonic Village’s guidelines for stewardship, quality, and cost. Partners and regularly communicates with departmental representatives and leaders in Nursing, Home Health & Hospice, Pharmacy, Physical Therapy, Personal Care, Therapeutic Recreation, Resident Services, Health Information Management, Transportation, Organizational Development & Training, Environmental Services, Wellness & Prevention, Facility Maintenance, Food Services, and Spiritual Care.

**II. ORGANIZATIONAL COMPETENCIES**

**Serving Others**

* Listens to their customers to identify and clarify their needs.
* Works with leadership and co-workers to develop workable solutions that best fit the needs/wants presented by the customer.
* Maintains a beneficial working relationships with all of our customers through continued communication.
* \*Customer is defined as resident, families, co-workers and vendors.

**Teamwork**

* Exhibits teamwork through the ability and willingness to work and communicate with the members of the organization in achieving Masonic Villages’ goals.
* Provides support and resources to assist in the success of the team and how it interacts with other teams within the organization.
* Provides timely, constructive, and respectful feedback to the team and team goal(s).
* Assists co-workers in the completion of tasks.

**Trust and Respect**

* Exhibits actions and behaviors that are respectful toward creating an environment where all individuals are treated with compassion, dignity, and honesty.
* Relationships are built on treating others as we want ourselves to be treated. Exhibits an understanding and acceptance of cultural differences.
* Respect for co-workers in timely attendance, active engagement at meetings and following through on the completion of job duties or assignments.

**Personal Accountability**

* Engaged in the success of the organization through commitment to Masonic Villages Mission, Vision, and Values. Personally adheres to the Personnel Policy Handbook and the Code of Conduct of the Masonic Villages.
* Assists co-workers and others in following the established employment guidelines and policies of the Masonic Village.

**Personal Responsibility**

* Takes ownership of his/her actions and words.
* Models behavior that results in thoughtful decision making, critical thinking, and problem solving.
* Successfully completes assigned tasks and job duties, and if needed, requests guidance/assistance for tasks and job duties from leadership and co-workers.
* Willingly assists co-workers as they learn new tasks and job duties and will assist with the completion of a job or task that requires more than one person for completion.
* Is punctual to begin work at the designated start time of each shift and leaves work at the designated end time of each shift.
* Understands that consistent work attendance is required and avoids excessive absenteeism. Will follow Masonic Villages and/or departmental guidelines for attendance.

**III. ESSENTIAL FUNCTIONS/PROFESSIONAL COMPETENCIES**

1. Handles sourcing, buying, expediting, RFQ’s and special purchasing assignments; including capital equipment acquisition and quoting.
2. Works closely with Health Care Facility Central Supply Team and Corporate Procurement Team to source and deliver supplies and related equipment in order to maintain adequate supply levels.
3. Improve purchasing discounts and service levels by becoming aware of opportunities for consolidation and volume-based purchasing in accordance with Masonic Villages Policies and best practices.
4. Assists various multi-departmental staff with the reconciliation of inventory, purchase order receipts and inventory adjustments within the Health Care Facility.
5. Communicate as needed with suppliers to ensure mutually beneficial relationships and adherence to contractual requirements including quality, delivery, billing and pricing.
6. Provides basic cost analysis and feedback to manager and departmental staff as needed.
7. Works to develop and implement new processes and procedures to standardize materials acquisition processes, stocked items, and logistics processes.
8. Investigates, sources, and purchases new products and equipment while participating on committees & task groups to support varying departments and operations with the Health Care Center.
9. Supports internal distribution staff as needed with stocking and organizing inventory locations, including Personal Protective Equipment (PPE).
10. Participates in departmental cycle counting and inventory management as needed.

**IV. KNOWLEDGE / EXPERIENCE REQUIREMENTS**

1. Bachelor’s degree in business related field or experience in lieu of degree
2. Procurement and inventory management software experience; Workday Software experience a plus
3. Experience creating specifications, procedures and work instructions

**VI. PHYSICAL JOB REQUIREMENTS**

**See Physical Job Requirements Checklist**

**VII. APPROVALS FOR POSITION DESCRIPTION**

Name (Please Print) Signature

Title Date

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*