Orthopedic One is searching for a dynamic individual to join our surgical team as a Materials Manager. The primary responsibility of the Materials Manager is to ensure timely ordering, acquisition, and distribution of supplies and products including non-capital and capital inventory items within the facility’s total medical supply budget utilizing system software, inventory reports, vendor negotiations and a just-in-time philosophy. Details about this exciting position are as follows:

**Responsibilities/Accountabilities:**
- Supports the philosophy, mission, and employee code of conduct, goals, and objectives of Orthopedic ONE Surgery Center.
- Contributes to the progress and development of the Organization’s adopted Quality Management Program.
- Communicates effectively with patients, visitors, physicians, and co-workers.
- Maintains professional competence by participating in continuing education and other learning experiences.
- Adheres to safety and environment of care policies and procedures in performing job duties and responsibilities.
- Adheres to the Material’s Management processes, policies, and procedures.
- Other duties as assigned by administrator or delegator.

**Knowledge, Skills, and Abilities:**
- Able to make decisions confidently and quickly.
- Self-starter with strong work ethic.
- Strong communication (both written and oral), interpersonal, and organizational skills.

**Physical Demands:**
- Require high-level visual and auditory acuity for timely response and patient care activities.
- Ability to move quickly in response to physician and patient needs.
- Occasional overhead and low reaching and bending.
- The ability to exert force of up to 50 lbs. occasionally, up to 20 lbs. frequently and/or up to 10 lbs. constantly. Patient care activities may require the ability to exert force of up to 30 lbs. constantly, up to 40 lbs. occasionally and up to 100 lbs. rarely.

**Education, Experience, and Certification/License Required:**
- Demonstrated understanding of material management principles required.
- Experience in 1-3 years related materials management or purchasing experience in a health care setting preferred.

Please note that the surgery center will open in spring 2016. However, this position will be hired in advance of opening. To apply for this posting, please submit your resume and cover letter to careers@orthopedicONE.com or fax to Attn: Human Resources at (614) 552-2527. If offered a position, candidate must be able to pass a pre-employment background check.

An Equal Opportunity Employer