

## HARBOR REGIONAL HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER

SC-7

**Posting Date**: <u>05/09/24</u>

## **EMPLOYMENT OPENING**

Department: SUPPLY CHAIN Position Opening: Receiving/Distribution Clerk
Salary Range: \$16.97 - \$29.30 per hour based upon union contract
The benefit package available to employees, based on FTE status include: Competitive compensation; Health insurance; Prescription coverage; Dental; Vision; FSA health care and day care; Life & AD&D insurance; Short-Term & Long-Term disability; Employer 403b Retirement match; EAP-Employee Assistance Program; Tuition reimbursement
Position Summary: Receipt, storage, inventory control, distribution and accountability for all
supplies and equipment, excluding food and pharmaceuticals. The Clerk will occasionally drive the
Hospital van for the purpose of picking up or delivery of supplies or to fill in for the department driver.
Job Requirements: Demonstrated effective, basic math, verbal and written communication skills; ability to read and comprehend English language; possess a valid WA State driver's license and is insurable; ability to lift forty (40) pound objects; ability to move loaded supply carts; demonstrated clerical/office/organizational and computer skills; possess general supply experience in receiving/storage/distribution; demonstrates aptitude for absorbing and understanding product information; possess good vision for performing clerical responsibilities accurately; ability to work effectively and efficiently with minimum supervision and demonstrate ability to effectively organize a sizeable workload while under pressure of deadlines and STAT requests.  Time Schedule: Full Time: XX 1.0 FTE 7:00am-3:30pm
Part Time
Per Diem:
Temporary:
Remarks:

## **APPLY NOW**

Or

Office is open to accept applications Monday through Friday 8:00am-4:30pm