

Position Description | Purchasing and Inventory Coordinator

REPORTING

Reports To	Financial Controller
Direct Reports	None

PURPOSE

To provide effective management of Kensington Private Hospital's purchasing systems ensuring that there are adequate medical and general supplies available to meet demand.

To ensure stock control systems are effectively managed in conjunction with Department Coordinators and in alignment with our Business and Financial Strategies.

SKILLS

Essential Skills	Highly Desirable Skills
<ul style="list-style-type: none"> • Experience in a purchasing or procurement role. • Effective relationship management skills. • Computer literacy. • The ability to work independently and manage one's own workload. 	<ul style="list-style-type: none"> • Experience in a similar role in the Healthcare industry. • Inventory management experience. • An interest in quality improvement and utilising technology.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Clinical Services Manager • Perioperative Services Manager • Financial Controller • Nurse Manager – IPS & Admissions • PACU Team Leader • CSSD Team Leader • Admissions Team Leader • Support Services Team Leader • Theatre Coordinator • Quality Manager • Infection Prevention Coordinator • Clinical Resource Nurses • People & Culture Operations Manager • Anaesthetic Technicians • Finance Team
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	<ul style="list-style-type: none"> • Clinical Nurse Educators • General Assistant
External	<ul style="list-style-type: none"> • Suppliers • Medical supply representatives • Courier and delivery personnel • Te Whatu Ora (Health New Zealand) • Mercy Ascot / Quipt

KEY ACCOUNTABILITIES

Purchasing	<ul style="list-style-type: none"> • Order supplies to ensure adequate levels are maintained to meet demand. • Receive and put stock away in allocated areas. • Receive Consignment Stock and deliver to the appropriate department. • Follow-up on discrepancies or back orders and communicate to Department Coordinators as necessary. • Receipt stock into the purchasing management system. • Check the accuracy of packing slips and forward to the Finance Department daily. • Match consignment notes to OILAS and file • Maintain the purchasing management system, updating supplier details, price changes, new products etc. and liaising with the Finance Department about such changes.
Stock Management	<ul style="list-style-type: none"> • Identify opportunities to rationalise stock and actively participate in projects to drive quality improvement. • Ensure control systems are in place to manage stock rotation and identify fast or slow moving items, thus minimising wastage due to expired stock. As necessary, work with Department Coordinators to implement plans to manage these. • Work with senior clinical staff to coordinate recalls and alerts. • Be actively involved in product trials and evaluations. • Assist in sourcing substitute items required due to supply issues. • Assist in sourcing new items as requested
Leadership and Relationship Management	<ul style="list-style-type: none"> • Develop and maintain positive and constructive relationship with medical supply representatives, other suppliers, external stakeholders and internal contacts.
Health and Safety	<ul style="list-style-type: none"> • Maintain a safe and appropriate work environment, engage in safe workplace practices, and manage health and safety for reporting staff and others. Report accidents, risks and incidents as they arise.
Personal Development	<ul style="list-style-type: none"> • Participate in the hospitals performance development process.
General	<ul style="list-style-type: none"> • Actively seeks learning opportunities to ensure knowledge and skills are continually evolving in line with current best practice.



	<ul style="list-style-type: none">• Upholds and promotes the Company values, house rules, policies and procedures.• Recognises and respects cultural differences and the application of Te Tiriti o Waitangi principles with the intent of enabling access and improving health outcomes for Māori and Pacific Island patients, and increasing cultural diversity within our workforce.• Ensure compliance with the Privacy Act and Privacy policy.• Be proactive in recommending quality improvement initiatives.• Assist with year-end stock takes as required.
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DELEGATED AUTHORITIES

<ul style="list-style-type: none">• Supplies / Services:<ul style="list-style-type: none">○ \$500.00 per item○ \$2000.00 per invoice.
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