



**MTI-HAYATABAD MEDICAL COMPLEX & ITS CONSTITUENTS
(KGMC, IKD, PICO, KICH, Burn & Trauma Center)
JOB DESCRIPTION & RESPONSIBILITIES**

Position Title : MANAGER MATERIAL MANAGEMENT **Report To: :** HOSPITAL DIRECTOR

Department: PROCUREMENT & PURCHASE **Section:** N/A

Eligibility:

1. Bachelor or higher degree in Supply Chain Management/MBA Finance/M.Com.
2. At least 06 years' experience of having worked in material management or procurement/purchase department in a reputed multinational company or healthcare industry

Roles / Responsibilities and Authorities:

1. Maintaining purchase of all materials and supplies for HMC-MTI
2. Maintenance of an accurate inventory of all equipment and supplies,
3. Maintenance of a modern storage system for all equipment and supplies with digital tracking.
4. Preparing specifications for equipment and supplies with the end-user and advertising the same.
5. Ensuring a transparent purchasing system as per Rules and Regulations of the HMC-MTI.
6. Manages and train supervisors in manufacturing department, support subordinates & new employees.
7. Performs write-offs on damaged or obsolete inventory to reflect accurate value of inventory.
8. Establishes procedures for conducting & valuing year-end physical inventory.
9. Coordinating with purchase department to schedule delivery of materials, supplies & equipment & prepare detail records on procurement activity, quantity & vendors.
10. Oversees shipping & receiving functions related to purchased parts & finished goods.
11. Work with management to identify supply needs, research potential vendors & negotiate prices.
12. Any other duties relate to materials management assigned by the Hospital Director.

Employee's Signature:

Date: