Job Description/Tasks

Supply Chain Analyst

Fundamental Job Tasks:

- Maintain the Meditech Item Dictionary and Contracts module
- Build new and complete existing items in the Meditech Item Dictionary
- Distribute data analytics reports
- Review and resolve electronic order exceptions for contract, price, packaging, and catalog number discrepancies
- Maintain contract file, providing proactive contract management, to include scanning, tracking, and renewal notices for contracts
- Proactively manage group purchasing organization (GPO) contracts
- Complete cost analysis on GPO contracts
- Conduct a monthly review of GPO contracts for tier validation
- Review price change notifications against existing and potential contracts
- Conduct a daily review and analysis of purchase order price changes
- Run monthly inventory optimization reports for Beverly Hospital and Addison Gilbert Hospitals' Storerooms
- Generate data to support PAR level reviews for departmental customers
- Maintain daily departmental dashboard
- Maintain documentation of department savings
- Prepare monthly departmental scoreboard

Education: BS required

Technical Skills: Fluent in Microsoft Office products (specifically, Excel and Access); experience in healthcare materials management software (i.e., Meditech, PeopleSoft, Lawson, etc.)

Experience: 2-3 years of healthcare materials management experience