



## **Supply Coordinator Bethesda Health Care**

Are you an experienced professional in warehousing or logistics, particularly with medical and hospital supplies? Bethesda Health Care, a values-driven organization known for delivering high-quality patient care, seeks a dedicated Supply Coordinator to join our Finance division.

About the Role: As the Supply Coordinator, you will play a crucial role in ensuring the smooth operation of our supply chain. Your responsibilities will include overseeing the day-to-day running of supply operations, managing stock levels, handling vendor deliveries, and supporting the Manager of Procurement & Supply. You'll also be responsible for coordinating stock receiving, distribution, replenishment, and maintenance.

This is a permanent part-time role with 36 hours per fortnight roster, working **Mondays, Tuesdays, and Wednesdays from 7 am to 1 pm.**

### **Key Responsibilities:**

- Oversee daily supply operations and address queries from the Supply Officer(s).
- Manage receiving, inspecting, and processing of incoming materials and equipment.
- Ensure accurate distribution and replenishment of stock to meet departmental needs.
- Maintain an organized and efficient warehouse environment.
- Assist in purchasing medical and surgical supplies, ensuring timely inventory replenishment.
- Support process improvements and provide coverage during the Manager's absence.

### **About You:**

- Minimum of 5 years experience in warehousing or logistics, especially within the medical or hospital supplies sector.
- Strong computer skills, particularly in inventory management systems.
- Excellent communication and time management skills.
- Ability to work both independently and as part of a team.
- A current Police Check (no older than six months).

### **Desirable:**

- Tertiary qualification in Logistics and Supply Chain.
- Experience in a hospital setting.
- Familiarity with strategic sourcing and category management.

### **Employee Benefits:**

- A friendly and supportive working environment.
- Salary packaging up to \$15,900.
- Discounted staff meals.
- Access to subsidized parking and proximity to public transport.

### **How to Apply:**

If you meet the above criteria and are passionate about contributing to a high-performing team, please submit your resume and a cover letter addressing the selection criteria to Neville Black at [nblack@bethesda.org.au](mailto:nblack@bethesda.org.au) by the closing date of August 19, 2024.

Join us at Bethesda Health Care and be part of a team that values teamwork, respect, integrity, compassion, excellence, and professionalism. We look forward to receiving your application!



Please be advised that only applications from candidates with the right to work in Australia will be considered for review. Successful applicants will be contacted via phone or email. Regrettably, we are unable to provide individual acknowledgements or feedback to applicants who are not shortlisted. Please note that we reserve the right to close applications before the specified closing date.