



SUPPLY – STORE ASSISTANT

Designation: SUPPLY / STORE ASSISTANT

Level: Administration (16 – 20 hours per week)

Program / Unit: Supply

Purpose of Position:

Assist the Supply Manager with ordering of hospital supplies and that the adequate controls of material / store requirements are met. Assist the Storeperson where appropriate with incoming and outgoing of purchases.

Organisational Environment / Reporting Relationships:

- Reports to Supply Manager.
- Responsible to the Director of Finance.

Supervisory Responsibilities:

Nil.

Primary Responsibilities:

- Processing of purchase orders for both stock and non stock items.
- Assisting the Supply Manager with Aids and Equipment Program (A & E P) applications and invoicing.
- Assisting the Storeperson with the receipt and unloading of all inward goods and delivery of stock and non stock items to Wards / Department as required.
- Assist the Storeperson with receipt, unloading and delivery of Renal Dialysis stores.
- To provide relief for the Supply Manager and Storeperson whilst on leave as required.
- Packaging of returned goods to suppliers and packaging of goods for repairs to suppliers.
- Assist in Stocktake annually.
- Use of electric manual forklift.
- Forwarding of invoices to the Finance Department.
- Any other duties as directed by the Supply Manager.
- Adhere at all times to Albury Wodonga Health Wodonga Campus (AWHWC) Occupational Health and Safety Policies and Procedures and comply with "Employee" responsibilities as identified in the Victorian Occupational Health and Safety Act 2004 (As Amended).
- To participate in quality improvement activities and regularly review own work practices to ensure continuous improvement in meeting customer expectations and requirements.
- All employees are expected to participate in mandatory education as it relates to their specific roles and responsibilities. These include:
 - Fire and Evacuation.
 - Manual Handling.
 - Minimal / No Lift (As appropriate).
 - CPR (As appropriate).
 - Infection Control.

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- To demonstrate commitment to principles and practices of infection control as they relate to the employees designated area of work.

Specific Delegations:

Nil.

Performance Appraisal:

Initial three month appraisal then 12 monthly.

Salary and Conditions of Employment:

Will be in accordance to the Health and Allied Service Award – Computer Clerk (GB5) classification.

SELECTION CRITERIA

SUPPLY / STORE ASSISTANT

MANDATORY CRITERIA

- Experience in Supply / Purchasing fields (consideration given to previous experience in the Health Industry).
- Well developed numeracy and literacy skills.
- A team approach in the performance of Supply duties.
- A commitment to acquire Supply skills and knowledge by both on and off the job training.
- An ability to function in a busy dynamic environment and prioritise workloads.
- Participate in Quality Improvement activities.
- Demonstrated Office Administration, including telephone reception, accounts administration and general office systems and procedures.
- Good time management skills.
- High level of computing skills, particularly Microsoft Office Suite application.
- Well developed attention to detail.
- Excellent communication and interpersonal skills.
- Able to make decisions in responding to A & E P clients' immediate needs when required.
- Knowledge of WorkPlace Health and Safety issues, Equal Employment Opportunity and Anti-Discrimination Legislation.

Signature of Employee

Witness

Date

Annexes:

Other Relevant Information:

References:

Contact Point: Supply Manager.

THIS SECTION FOR QUALITY OFFICE USE ONLY		
Approval Committee:	Date Approved:	SharePoint Location:
Human Resources Manager	21 September 2009	Position Descriptions...
Responsible Department:	Date for Review:	Manual Location:
Supply Manager	21 September 2012	Position Description Manual
Version No:	Original Approval Date:	Previously Named As:
1	21 September 2009	