

Central Supply Supervisor - Foster Hospital for Small
Animals
Tufts University

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Posted Jan. 23, 2025, set to expire Dec. 31, 2025

Job Title	Central Supply Supervisor - Foster Hospital for Small Animals
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Agriculture/Animal Care
Job Website	https://jobs.tufts.edu/jobs/21326?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Central Supply Department manages and maintains the inventory of consumable supplies used within the various departments in the Foster Hospital for Small Animals and the Large Animal Hospital. This consists of procurement of supplies (i.e., needles, syringes, bandaging materials, fluids, catheters, etc.), dispensing of these supplies, and subsequent billing of the supplies that are dispensed. The department is also responsible for monitoring expenditures for general supplies within the hospital and attention must be paid to current pricing options from various vendors.

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What You'll Do

The Central Supply Supervisor manages the inventory of consumable supplies for the Foster Hospital for Small Animals and the Large Animal Hospital. Key responsibilities include researching and obtaining price quotes, placing orders, dispensing supplies, managing billing, maintaining inventory control, and monitoring supply expenditures. The supervisor ensures proper inventory levels, manages cost updates and enters changes into the billing system. This role requires attention to detail, the ability to work independently in a busy, high-pressure environment, and effective communication with staff, students, clinicians, administrators, and external vendors.

As a Central Supply Supervisor, you will be responsible for:

Supply/Inventory Management

- Maintain and track inventory of consumable supplies for the Foster Hospital for Small Animals and the Large Animal Hospital. Supervises the daily functions of the Central Supply Department. As central supply inventory manager, coordinate inbound shipments of products, sign off on shipments, review all bill of materials to assure accuracy, as well as unload and put products away. Establish and maintain optimal cost-effective stocking and reorder points for central supply inventory.
- Process orders for supplies, ensuring timely and accurate delivery. Dispense supplies to various hospital departments as needed.
- Place orders for both stock and non-stock items daily. Use scanner gun for placing all McKesson orders and upload orders via Marketplace. Monitor stock levels, conduct regular inventory checks, and ensure adequate supply levels are maintained to avoid shortages or overstocking.
- Place orders via ordering platforms to get the best possible pricing with connected vendors.

Collaboration: Work closely with hospital departments to identify supply needs and ensure that inventory levels meet operational requirements.

- Ensure that all supplies meet required quality standards and that inventory practices comply with hospital policies and regulations.
- Maintain central supply in a clean and professional manner.
- Perform annual inventory count(s) and audit(s).
- **Supply/Inventory Research and Financial Monitoring**
- Meet with purchasing and various vendors to research best pricing strategies and new or alternate products.
- Check pricing daily with all suppliers and adjust pricing in the hospital EMR as needed. Report any discrepancies in pricing with sales rep. Capture items that may have fallen off contract and report to sales rep.
- Meet with sales representatives as needed to review new products and assist with product elevation.
- Contact sales reps to obtain supplies for cases as needed.
- Find alternate products in the event of shortfalls, back orders, price increases, etc. New or substitute product selection
- Expedite orders and, when necessary, obtain items from alternate sources, or look for alternative and acceptable substitutes.
- Investigate and return supplies for any product recalls.
- Research products needed by various departments and submit recommendations based on pricing.
- Manage year-end inventory processes, procedures, and documentation.
- Conduct annual year-end inventory of warehouse stock by performing physical counts with the use of a Scanner Gun.

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- Collaborate with Finance Department by establishing year-end Standing Purchase Orders for multiple vendors and monitoring expenses.
- Assist purchasing when vendors go up for bid. Provide necessary product information that would aid in the bidding process.
- Updates shelf labels as needed to reflect product and vendor information.
- Monitor fluctuating and changing needs of the hospital and respond accordingly
- Responsible for maintaining current product prices in stringsoft in both Large & Small animal systems.
- Changes or exceptions to existing central supply products and protocols
- Billing & Documentation: Manage billing for supplies, ensuring accurate records of transactions and proper documentation for financial tracking Bill all hospital department orders via stringsoft rx/cs accounts, client bills, and orders placed on special grants.
- Conduct yearly budget information for supplies for both large and small animal hospitals.
- Expenditure Monitoring: Track and analyze expenses related to supply items to ensure adherence to budgetary constraints.
- Maintain accurate and current pricing information for all inventoried items. Responsible for creating new codes in stringsoft with each new product that is ordered so charges and ordering activity can be monitored.
- Perform all other projects and duties as assigned by management.

Supervisory

- Supervise staff and monitor staff performance to ensure the successful operation of Central Supply.
- Complete informal reviews, as well as the annual review process, and communicate merit raises to staff.
- Provide coaching and feedback on an ongoing basis as required.
- Recruit new staff and provide new staff training (and other training) as required.
- Supervisors the daily functions of the Inventory Control Specialist position. Help guide and mentor new employee/s in all areas of this position including inventory management, food room, omni-cell, Central Sterile and Central Supply.
- Develop and implement work schedules to ensure adequate coverage for all shifts and maintain workflow efficiency in Central Supply.
- Enforce adherence to policies and procedures regarding inventory management, safety, and regulatory compliance to maintain a high standard of operations.
- Conduct regular team meetings to ensure open communication, address staff concerns, and discuss operational updates or improvements.
- Monitor and ensure proper equipment usage and maintenance, including coordinating repairs or replacements as necessary.
- Collaborate with other departments to coordinate the timely distribution of supplies and ensure seamless operations across the facility.
- Assist in budget management by tracking inventory levels and identifying cost-saving opportunities without compromising quality or service.
- Evaluate staff performance metrics and provide actionable insights for continuous improvement and professional growth.
- Serve as a point of escalation for any operational issues, staffing challenges, or customer concerns, ensuring resolution in a timely and effective manner.

What We're Looking For

Basic Requirements:

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- High School diploma or GED and up to one year of inventory control-related experience
- Attention to detail while working in a busy, fast-paced environment with little immediate supervision
- Able to work on-site and in-person at the Grafton campus
- Knowledge of Word, PowerPoint, and other Microsoft Office programs
- Ability to prioritize and organize workflow and effectively change priorities and direction
- Must be an effective communicator with a keen sense of how to maintain excellent relationships
- Ability to work in a dynamic environment and balance multiple stakeholders
- Must be committed to a culture of diversity, equity, respect and inclusion; demonstrated ability to build working relationships with people having a wide variety of backgrounds, perspectives, and experiences different from one's own.
- Schedule will mainly be Monday to Friday but some holiday/weekend coverage may be required.
- Strong communication skills, respect for diverse viewpoints, and the ability to collaborate effectively. Ability to interact professionally with hospital staff, veterinary students, clinical staff, and clients.
- Continuous Improvement/Customer Focus: Focus on improving systems, customer satisfaction, and innovation. Provides product information to staff and clients in a professional manner, ensuring system efficiency.
- Resourcefulness and Results: Ability to work effectively in various situations, demonstrate flexibility, and take initiative. Skilled in decision-making, risk assessment, and delivering results.
- Willingness to adapt to the dynamic environment of a veterinary teaching hospital while ensuring efficient service delivery. Ability to multi-task and manage changing demands.

Additional Preferred Experience, Education, etc.

- Prior experience working in veterinary medicine
- Bachelor's degree and 1+ years of previous experience with inventory control is preferred

Pay Range

Minimum \$29.40, Midpoint \$35.00, Maximum \$40.60

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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