

Central Supply Associate Tufts University

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Posted Aug. 18, 2025, set to expire Dec. 31, 2025

Job Title	Central Supply Associate
Department	Central Supply Department
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 18, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/22228?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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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.

What You'll Do

The Central Supply Associate plays a critical role in ensuring the smooth and efficient operation of the hospital by maintaining inventory, ordering supplies, and organizing and distributing materials to various departments. This position is responsible for managing the flow of medical, surgical, and general supplies, while ensuring compliance with all regulatory standards. A key part of the role is to

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support hospital staff by ensuring that necessary supplies are available when needed, contributing to optimal patient care and hospital operations.

Essential functions as a Central Supply Associate will be:

Supply/Inventory Support

- Help manage and organize the central supply inventory, ensuring that all items are properly labeled, stored, and readily accessible.
- Help Maintain accurate records of supplies, including quantities, usage, and expiration dates.
- Help order supplies and materials based on inventory levels, usage reports, and departmental needs.
- Distribute supplies to various departments (e.g., patient care, surgery, labs) in a timely and organized manner.
Ensure that inventory is replenished regularly to avoid shortages or overstock.
- Monitor stock levels and coordinate with vendors to resolve any issues related to orders, deliveries, or product quality.
- Assist with the disposal of expired, damaged, or unused items in compliance with hospital policies.
- Maintain a clean and organized central supply area, following all safety protocols and infection control standards.
- Assist with the organization and stocking of supplies for special events, training sessions, or hospital procedures.
- Communicate with hospital staff to identify supply needs and address any concerns or shortages.
- Support inventory audits and inspections as required by hospital policies or external agencies.
- Collaborate with the procurement team to ensure cost-effective purchasing and to help track budget expenditures for supplies.
- Provide backup support to other team members in the central supply department as needed.

Supply/Inventory Research

- Help conduct regular research on new products, supplies, and equipment to ensure the hospital has access to the most effective and cost-efficient options.
- Stay informed on the latest trends, advancements, and best practices in inventory management and supply chain logistics.
- Collaborate with vendors and suppliers to assess product availability, quality, and potential for cost savings or improvements in supply efficiency.
- Analyze usage patterns and trends in hospital departments to recommend adjustments in supply orders, ensuring that inventory levels match clinical needs.
- Help Investigate and resolve any discrepancies between actual inventory and system records to maintain accurate stock levels.
- Help Perform comparative analysis of suppliers to identify opportunities for better pricing, improved product quality, and more efficient delivery times.
- Assist in the development of best practices for inventory management, including minimizing waste, reducing stockouts, and improving overall supply chain operations.

Compliance and Safety

- Ensure strict adherence to infection control policies, OSHA regulations, and other relevant safety and health standards to maintain a safe working environment for staff and patients.
- Regularly review and update department procedures to remain compliant with evolving health and safety regulations.
- Maintain proper documentation and records for sterilization processes, including sterilization logs, equipment inspections, and employee training records.
- Lead efforts to maintain a sterile and organized work environment by promoting cleanliness and proper sanitation procedures.

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What We're Looking For

Basic Requirements:

- High school diploma or equivalent; certification in central sterilization or sterile processing preferred.
- Previous experience in a healthcare setting
- Strong understanding of sterilization processes, infection control standards, and equipment maintenance.
- Excellent leadership, communication, and organizational skills.
- Ability to manage and prioritize tasks in a fast-paced environment.
- Strong problem-solving skills and the ability to handle difficult situations with professionalism.
- Ability to lead a team effectively, provide constructive feedback, and foster a collaborative work culture.
- 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.
- 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.

Preferred Qualifications:

- Prior experience working in veterinary medicine

Pay Range

Minimum \$22.50, Midpoint \$26.80, Maximum \$31.10

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

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Contact Information

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

Contact

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