

JOB DESCRIPTION

POSITION: Supply Chain Coordinator

DEPARTMENT: Administrative

REPORTS TO: Practice Administrator

JOB SUMMARY: The Supply Chain Coordinator is responsible for coordinating purchasing, inventory management, procurement, supply distribution, vendor relationships, product standardization, and supply chain operations across Traverse City Eye and The Surgery Center. This position serves as the organization's central resource for supply chain activities and works collaboratively with physicians, leadership, and clinical departments to ensure the timely availability of supplies while promoting operational efficiency, regulatory readiness, inventory control, and financial stewardship.

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. Bachelor's degree in Business, Healthcare Administration, Supply Chain Management, Nursing, or a related field preferred.
2. Equivalent combination of education and experience may be considered.
3. Minimum of three (3) years of healthcare inventory management, purchasing, procurement, supply chain, operations, or related healthcare experience required.
4. Experience managing inventory systems, purchasing processes, and vendor relationships required.
5. Experience working in a fast-paced healthcare environment required.
6. Ambulatory Surgery Center, ophthalmology, or multi-site healthcare organization experience preferred.
7. Experience with inventory management software, purchasing platforms, budgeting, cost analysis, and supply utilization reporting preferred.

ESSENTIAL SKILLS AND ABILITIES:

1. Strong knowledge of purchasing, procurement, inventory management, and supply chain operations.
2. Ability to establish and maintain effective vendor and supplier relationships.
3. Strong analytical, organizational, and problem-solving skills.
4. Ability to manage multiple priorities and deadlines in a fast-paced environment.
5. Proficiency in Microsoft Office applications, including Excel.
6. Ability to analyze inventory utilization, spending trends, and operational data.
7. Strong communication and collaboration skills with physicians, leadership, clinical staff, and external vendors.
8. Ability to identify opportunities for cost savings, process improvement, and product standardization.
9. Ability to maintain accurate records and documentation.
10. Ability to exercise sound judgment and make informed purchasing and inventory decisions.

RESPONSIBILITIES:

- 1. Purchasing & Procurement:** Serve as the primary purchaser for organizational supplies and inventory; maintain purchasing relationships with approved vendors and distributors; negotiate pricing, rebates, and purchasing agreements; review and process departmental supply requests; and coordinate product evaluations and trials.
- 2. Inventory Management:** Manage clinic and surgery center inventory levels; maintain ophthalmic implant inventory and consignment programs; monitor expiration dates and inventory rotation; coordinate inventory distribution among locations; and maintain emergency stock levels.
- 3. Supply Chain Operations:** Coordinate supply chain activities across Traverse City Eye and The Surgery Center to ensure adequate inventory availability, efficient distribution, and uninterrupted patient care operations.
- 4. Supply Chain Optimization & Standardization:** Develop and maintain standardized inventory processes; establish and monitor inventory par levels; support product standardization initiatives; conduct inventory audits and utilization reviews; and support emergency preparedness inventory planning.
- 5. Vendor & Supplier Management:** Develop and maintain productive vendor relationships; evaluate vendor performance; coordinate purchasing agreements; and identify opportunities to improve product quality, service levels, and pricing.
- 6. Regulatory & Compliance Support:** Collaborate with leadership to support AAAHC, CMS, OSHA, infection prevention, and other regulatory readiness activities; maintain SDS and chemical inventory documentation; ensure proper storage and handling of supplies; and support supply-related compliance initiatives.
- 7. Financial Management:** Assist with supply budget planning; monitor expenditures and utilization trends; track inventory, purchasing, and cost-per-case metrics; and provide reports and recommendations to leadership regarding supply utilization and cost management.
- 8. Reporting & Analytics:** Develop and maintain reports related to inventory management, utilization, purchasing trends, supply expenses, inventory accuracy, and operational performance indicators.
- 9. Leadership & Collaboration:** Collaborate with physicians, leadership, clinical departments, and department coordinators to support organizational goals, operational efficiency, and patient care needs.
- 10. Education & Support:** Assist with onboarding and education regarding inventory

procedures, supply management processes, product utilization, and purchasing practices.

11. Ophthalmology Supply Management: Coordinate intraocular lens (IOL) inventory management; oversee IOL ordering and reconciliation processes; maintain surgeon preference supply lists; support new surgeon onboarding and product evaluations; and coordinate supply support for outreach and satellite locations.

12. Process Improvement: Identify opportunities to improve purchasing processes, inventory controls, supply utilization, product standardization, and overall supply chain effectiveness.

OTHER

This job description is intended only to describe the general nature and level of work performed. A valid Michigan driver's license is required when driving on company business. This job description is not intended nor should it be interpreted as an exhaustive list of all duties, skills and responsibilities. The Supply Chain Coordinator will perform the duties listed in this job description as well as any other assigned by the Practice Administrator.

TRAVERSE CITY EYE

Personnel file of:

NAME: _____

POSITION: _____

I have read and understand the job description provided to me by **TRAVERSE CITY EYE**. I further understand that nothing in this job description alters the at-will nature of my employment with **TRAVERSE CITY EYE**. I have also read and understand **TRAVERSE CITY EYE's** policies regarding harassment/discrimination.

Employee's Signature

Date

HR Manager

Date