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## Inventory and Purchasing Assistant

### Job Description

Amplion Clinical Communications, Inc. provides a communications system that empowers hospitals and their caregivers to deliver higher levels of patient care to patients. Through the nurse call system, Amplion provides caregivers with advanced methods to manage patient care requests, alarms and routine care tasks. As a result, caregiver teams become more organized and responsive, patients and families become confident of receiving quality care and management can access real-time data to take patient safety and satisfaction to new levels...while understanding clearly the clinical resources needed for quality care.

Our organization is currently hiring an Inventory and Purchasing Assistant. The primary responsibilities of this role will be to help maintain product replenishment, issue customer quotes, and assist in quarter end inventory counts. This position offers competitive pay, excellent benefits and a flexible schedule. Those who have experience managing warehouse inventory are encouraged to apply.

We are at the forefront of using technology and interoperability to transform the healthcare clinical and patient experience. If you share our passion for making an impact through new ideas to address critical needs in the healthcare industry, join our team at Amplion.

### Key Responsibilities:

#### Inventory Replenishment for Customer Sites

- Fulfill Service Incidents
- Process, package and ship INCs accurately and in a timely manner
- Learn and maintain a thorough working knowledge of all product information and procedures
- Assist in maintaining serial numbers of equipment
- Assist in quarterly inventory counts
- Update all Logs in accordance with Amplion's Quality System
- Update and sign documentation in accordance to FDA standards
- Identify trends in defective equipment

#### Customer Billing

- Prepares sales orders, ensuring accurate part numbers and pricing
- Assist in preparing customer quotes
- Gain working knowledge of the accounting/inventory system FACTs
- Prepare month-end inventory adjustments

Other tasks as assigned

**Qualifications and Skills:**

- High school diploma or equivalent
- Minimum 2 years of inventory/billing experience
- Excellent organizational skills
- Detail-oriented
- Effective communication skills
- Ability to work in a fast-paced environment
- Proficient in Excel
- Ability to work independently
- Ability to multi-task
- Positive customer service skills and attitude

**Job Details:**

- Healthcare Industry
- Reports to Inventory Manager
- Non-Exempt, Full Time

**Benefits:**

- Competitive Salary
- Company Health, Dental, and Vision Insurance
- 401(k) Match
- Short and Long-Term Disability
- Life Insurance
- Paid Time Off (PTO)