



## Your Life. Our Mission.

New England Life Flight, Inc.  
d/b/a Boston MedFlight

**I. POSITION: Inventory Control and Procurement Specialist**

**II. PRIMARY PURPOSE**

Under the direction of the Accounting Manager, the Inventory Control and Procurement Specialist is responsible for maintaining inventory including purchasing, receiving, storing, issuing, and maintaining audits of parts, supplies, materials, and equipment for the entire organization. The Inventory Control and Procurement Specialist is a critical position within Boston MedFlight's operations and was established for the purpose of providing support to the clinical, aviation and administrative departments of the organization to coordinate procurement activities with third party vendors and suppliers.

**III. ESSENTIAL DUTIES**

- Maintain inventory requirements ensuring proper controls and standards are maintained at all times;
- Assist in developing purchasing and inventory control procedures that adhere to organizational policies and continuously evaluate purchasing process and vendors to identify opportunities for improvement and streamlining;
- Coordinate with the Maintenance Department to ensure there is an adequate supply of tools, parts and equipment in an airworthy condition to assist in planning of aviation maintenance events as required;
- Coordinate with the Base Managers to ensure there is an adequate medical supply inventory at hand at all bases to conduct proper transports;
- Communicate with the Finance department all purchase orders placed and provide proper documentation for backup;
- Research and evaluate suppliers based on price, quality, selection, service, availability, reliability and the supplier's reputation;
- Negotiate best vendor terms, pricing and delivery based on specific budget and schedule requirements;
- Prepare purchase orders, solicit bid proposals and review requisitions from staff for goods and services and obtain proper approval from managers prior to procurement;
- Unpack, examine and route incoming shipments comparing information on packing slip with purchase order to verify accuracy of shipment; reject damaged items; record shortages; and rectify any shipment issues;
- Prepare shipments for postal or commercial conveyance; determine most economical and efficient shipping method; select appropriate shipping container; pack and label items to ensure safe delivery;
- Maintain and track inventory of all shipping materials and supplies ensuring that inventory levels are accurate and adequate at all times; prepare routine inventory reports to include count, value and quantity;
- Perform routine inventory counts;
- Maintain computer database and all files containing shipping/receiving reports;
- Coordinate transferring of shipments to other base locations; pick-up, delivery and travel to remote base sites required;
- Ensure the preservation and proper storage of all articles or parts, while carried in inventory, including parts that are subject to deterioration and shelf life specifications; and report defective or unserviceable materials and coordinate resolution of quarantined items;
- Report any delays in obtaining parts, supplies or equipment to the requesting individual/department immediately;
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- Notify the maintenance department when a controlled component is received that requires inspection and times verification;
- Check repaired items against BMF's approved vendor listing; maintain the approved vendor tracking program and validate with vendors QA department;
- Protect and prevent the loss of company owned parts, equipment, tools and other property;
- Fill orders by listening to and clarifying requests, identify parts, offer and explain alternative solutions;
- Follow established organizational policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards ensuring a clean, safe and orderly work environment;
- Perform other duties as assigned.



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### **IV. POTENTIAL DUTIES**

- Unrestricted travel
- Assigned administrative duties

### **V. MINIMUM QUALIFICATIONS**

- Previous inventory control and parts management experience preferred.
- Technical capacity and familiarity with inventory tracking software (Digital Airware, Operative IQ).
- Knowledge of data analysis and budget expense tracking.
- Proficient in Microsoft Office products.
- Ability to work within a team environment and possesses sound purchasing ethics.
- Good problem solving skills and accuracy of data input.
- Experience in Hazardous Shipping and handling preferred
- Financial Management skills required.
- A valid and current driver's license with clean driving record must be presented for hire and reviewed annually.
- Eligible to be bonded for insurance purposes
- Must be able to speak, read, write and comprehend the English language without restriction
- Commitment to a 24/7 organization

### **VI. WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

- Ability to operate around and in aircraft and exposure to non-conventional motion, noise, vibration, chemicals (jet fumes) and extreme heat or cold.
- Ability to lift at least 50 pounds using proper body mechanics and bend and carry heavy equipment.
- Ability to operate a hand truck to move materials to proper locations
- Ability to safely work from ladders and approved maintenance stands to perform tasks.
- Works in a patient care environment around the aircraft and is exposed to possible infectious diseases and chemical solvents and agents used in the medical and aviation industries.
- Position may require sitting and/or standing for long periods of time.

### **VI. NOTES**

- An FBI background and CORI check will be performed prior to employment.
- Successful candidate must submit to post-offer, pre-employment physical examination.
- Must pass random drug screenings
- FLSA Non-exempt position.

### **How to Apply:**

Please visit our career center by clicking [here](#) to submit an application and résumé for the Inventory Control and Procurement Specialist position.

### **For More Information**

Please visit our website to get more information about current job opportunities and our program.

[www.bostonmedflight.org](http://www.bostonmedflight.org)

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