



Job Title : **Medical Supplies Manager**

Department : Medical Supplies Department

Reports to : Managing Director

Deadline : 10th January 2025

Job Summary:

Supplies Manager shall oversee all departmental staff, assets, budgets and operations. To be successful in this role, supplies manager must be a thoughtful leader, fast acting and a confident decision-maker.

Responsibilities

- Manage and ensure day-to-day operations runs smoothly
- Design and implement departmental strategy policies, guidelines, procedures and set goals for growth
- Set and implement plans, as well as maintain budgets and optimize expenses
- Ensure departmental employees work productively, meet their targets, adhere to all procedures and develop professionally
- Evaluate and improve operational and financial performance

- Prepare and submit timely reports to management as may be required from time to time
- Ensure department runs with higher efficiency, meet all target set and profitably
- Manage departmental assets to ensure they are well serviced, maintained and kept
- Ensure we provide best quality customer centered services and products in the market within timeline to meet all customer expectations
- Provide solutions to issues timely (e.g. profit decline, employee conflicts, loss of business to competitors, customer complains, delays, etc.)
- To ensure all company policies, procedures and guidelines are fully adhered within department.
- To support other company operations, and ensure they runs smoothly without interruptions
- Manage departmental vendors and customers

Skills

- The ability to act decisively and solve staff or equipment-related problems
- The capacity to grasp complex concepts easily
- ICT literacy to deal with various technologies and programs
- Attention to detail to ensure high levels of quality
- The ability to communicate clearly and persuasively with your team, and clients

- Strong negotiation skills for getting materials within budget at the right time
- The ability to work under pressure and multitask
- Leadership skills and the ability to motivate others to meet deadlines
- A results-driven approach to work
- The ability to work in a logical, systematic manner

Education

Work requires Bachelor Degree in Medicine or Bachelor in Medicine and bachelor in surgery, Bachelor of Nursing, Bachelor of Pharmacy from reputable University or Institute

Experience

Minimum of 3 years' experience working in managerial level.

Send your CV via recruitment@tmhstz.com