

## **MMIS Applications Coordinator @ Hunterdon Medical Center, Flemington NJ**

Job Code: 8470\_MMIS COORD

Hunterdon Medical Center, Flemington, NJ

Dept: Purchasing (8470)

- Full-time
- 40 hours per week, Mon-Fri, 8am-4:30pm
- Day shift
- High school diploma or equivalent is required
- Experience is required

### Summary:

Manages and supports all Supply Chain information systems and software applications in the Purchasing and Materials Management departments. Responsible for training users to the various applications, for maintaining annual competencies, and for specific user training to customizations and upgrade applications. Requires strong analytical skills in gathering information, defining work problems, and designing a system of procedures to resolve problems. Responsible for providing professional consultative oversight to the testing, maintenance, upgrade, evaluation, and implementation of all Supply Chain systems and applications. Requires strong analytical, organizational, interpersonal, and creativity skills in providing necessary support of all software systems. Must be an independent worker.

### Responsibilities:

1. Contributes to internal supply and logistics functions within Materials Management departments.
2. Represents the interests of the Materials Management department on various multifunctional teams and committees.
3. Provides a first point of contact for Materials Management staff for problem resolution and process redesign.
4. Serves as team member for work process improvement initiatives on a project-oriented basis.
5. Supports, evaluates and implements advanced technology to improve overall supply chain management processes by using Electronic Data Interchange (EDI) and/or E-Commerce initiatives.
6. Demonstrate high degree of technical competencies in all aspects of job performance.
7. Maintains a strong knowledge base in operations and work processes for functions throughout Materials Management.

### Requirements:

High School Diploma or equivalent is required.

Bachelor's degree in Information Technology, Business or related field is preferred.

3-5 years experience in hospital information systems and/or of experience within an inventory control/distribution setting or purchasing/procurement setting. Demonstrate working knowledge of supply chain management processes and techniques. Two or more years experience within a project-oriented, service setting where project feasibility, development and implementations were accomplished.

Lawson or People Soft procurement software experience preferred.

Work requires the ability to analyze and solve automation problems and to analyze and interpret data. Requires excellent analytical skills to access business problems and develop feasible alternative solutions. Must be able to lead, facilitate and/or participate effectively in a project team environment and be self-motivated and self-disciplined.

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