
Hospital Buyer Resume

Job Objective

Seeking the job of a Hospital Buyer in an established firm.

Highlights of Qualifications:

- Substantial experience in monitoring purchase and maintaining control of inventory in hospital environment
 - Through knowledge of managing relationship with vendors and monitoring supply chain
 - Remarkable knowledge of purchasing systems and material management process
 - Ability to maintain multiple information systems and navigate through it efficiently
 - Ability to develop and maintain professional relationship with vendors
 - Solid understanding of materials management information system
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Professional Experience:

Hospital Buyer
Mother Frances Hospital, Washington, VA
August 2012 – Present

Responsibilities:

- Coordinated and negotiated with vendors for purchase of various supplies.
 - Performed investigation for alternate sources and provided substitutes as per requirement.
 - Ensured compliance with hospital policies and procedures as per HIPAA regulations.
 - Prepared reports to be presented to purchasing manager and ensured achievement of objectives.
 - Evaluated price confirmations from vendors as per hospital contracts.
 - Assisted in monthly reconciliation of MMIS invoices for vendor orders.
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Hospital Buyer
Clark Memorial Hospital, Washington, VA
May 2009 – July 2012

Responsibilities:

- Coordinated with materials management departments and assisted in procurement of materials.
 - Administered and processed purchase orders and requisitions as per hospital policies.
 - Supervised efficient hospital processes and resolved every accountpayable issues.
 - Provided optimal level of customer services and ensured compliance to hospital regulations.
 - Monitored inventory levels and assisted in procurement of appropriate drugs for usage and storage.
 - Prepared inter departmental reports and documented any shortfalls occurring in inventory.
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Education:

Bachelor's Degree in Business
Yavapai College, Prescott, AZ

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