

# Arthrex Cincinnati

## Inventory Specialist

### Cincinnati Office

#### Job Summary:

We are seeking a highly motivated and detail-oriented individual to join our team as an inventory specialist. This would be a 40 hour a week in-person position.

#### Essential Duties and Responsibilities:

- Ensure accurate tracking and recording of inventory levels, including receiving, storage, and distribution of medical devices
- Fulfill Inventory Requests for Surgeries
- Monitor inventory levels and develop strategies to optimize stock levels, minimize waste, and prevent stockouts
- Work with inventory team to conduct regular inventory audits to ensure accuracy and identify discrepancies
- Manage refilling and ordering of inventory and instrument sets
- Ensure compliance with regulatory requirements and standards for the storage and inventory management of all medical devices
- Adapt to changing priorities and handle multiple tasks at once
- Demonstrate problem-solving and decision-making skills
- Possess strong attention to detail and organizational skills
- Work collaboratively in a team environment and build positive relationships with colleagues
- Maintain a positive attitude and willingness to learn and take on new challenges
- Possess strong written and verbal communication skills
- Remain calm and professional under pressure
- Take ownership of tasks and see them through to completion
- Outstanding communication, time management, and accountability
- Always working towards being a great teammate and building outstanding relationships.
- Embrace the “customer service” role of the Operations Team as it relates to supporting our sales force and their surgeons/patients.

#### Benefits:

Holidays Off (Christmas, New Years Day, Thanksgiving, Friday after Thanksgiving, 4th of July, Labor Day, Memorial day.)

Two weeks of Vacation

#### Incidental Duties:

The above statements describe the general nature and level of work being performed in this job. They are not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required, by management.