



GOOD PEOPLE

VALUES DRIVEN

CULTURE OF EXCELLENCE



Administrative Inventory Specialist

Recognized as a 2016 Top Workplace by the Pittsburgh Post-Gazette, Mid-Atlantic Surgical Systems is a regional agency for Arthrex (www.arthrex.com), an industry leading sports medicine implant company. The best assets of our company are the people and the values driven culture we maintain. We are currently identifying candidates for an Administrative Inventory Specialist position.

Candidates for this position should be strong communicators and maintain a sense of urgency to solve problems in a fast paced environment. Intellectual confidence is important in this role, and to do it well requires close, hands-on involvement and careful follow-up.

Qualifications/Requirements:

- Bachelor Degree or Higher (Industrial and Management Systems Engineering or similar)
- Detail-oriented focus with ability to consider all related facts and potential problems
- Comfortable handling unpredictable, time-sensitive requests
- Excellent communication, planning, organizational and problem solving skills
- Experience with Microsoft Office and ability to learn new computer applications
- Ability to lift 30 pounds without difficulty

Duties Include:

- Manage \$20M of consigned inventory from manufacturer
- Optimize par levels to reduce consignment fees and shipping costs
- Minimize cost of expired inventory by moving it to optimal locations
- Assist field in identifying problem accounts and proposing potential solutions
- Conduct periodic field audits to track and reduce lost inventory
- Work with leadership teams to develop systems to optimize inventory management
- Respond to frequent phone call and email requests
- Attend weekly meetings with operations team to collaborate on overall company goals
- Track success using Salesforce.com, MobileWorkforce and other available tools

The Mid-Atlantic Surgical Systems office is located within the Foster Plaza complex in Greentree. Competitive compensation with excellent benefits and 401K options. You can learn more about Mid-Atlantic Surgical Systems at www.masurgical.com. Please send resume to careers@masurgical.com.