



## CAREER PATHWAY

SLUHN.ORG

1-866-STLUKES (785-8537)

FIND OPENINGS: *WhereCareersAreMade.org*

Search openings at our multiple campus locations throughout the Lehigh Valley and surrounding areas!

Senior Director,  
Supply Chain  
Logistics

Requirements: Bachelor's Degree in Business Administration or related field and/or 5 years' experience in hospital or healthcare Supply Chain Logistics or Materials Management Analytics required. Master's degree is preferred.  
Role: Responsible for the Distribution Center, Receiving, Couriers, Inventory Control, Linen, Mailroom and Print Shop departments. Strives to optimize logistics functions to improve quality, productivity and processes to increase safety, right size inventories and reduce operating costs.

Manager,  
Distribution  
Center

Requirements: Degree in business administration preferred + 7-10 years experience.  
Role: Manage the operation of the Distribution Center and assists with Courier Service and the Print shop. This position is also responsible to manage all warehouse functions in compliance with hospital and regulatory guidelines and requirements. Assures an adequate amount of supplies are provided to all St. Luke's University Hospital and Health Network Departments.

Distribution  
Center  
Supervisor

Requirements: High School Diploma.  
Role: Supervises the daily operation of the Distribution Center personnel. Oversees all Distribution Center functions and is responsible for compliance with hospital and regulatory guidelines and requirements. Supervises the Distribution Center inventory control and computer operations. Serves as the educator, quality control, security and safety officer for the Distribution Center. Recommends procedural changes, process improvement, customer service initiatives and productivity.

Distribution  
Center  
Coordinator

Requirements: High School Diploma  
Role: Coordinates the daily operation of the Distribution Center personnel. Oversees all Distribution Center functions and is responsible for compliance with hospital and regulatory guidelines and requirements. Supervises the Distribution Center inventory control and computer operations. Assists with education, quality control, security and safety for the Distribution Center

Distribution  
Center Receiving  
Associate

Requirements: High School Diploma  
Role: Facilitates the centralized receiving function for the Network. Assumes responsibility for the proper receipt, handling and record keeping of all inbound supplies and equipment at the Distribution Center. Expedites all discrepant inbound orders ensuring resolution. Assists with all Distribution Center functions including operation of the delivery truck and material handling equipment.

Distribution  
Center Associate

Requirements: HS Diploma.  
Role: Responsible to assist with Distribution Center inventory control functions for the St Luke's Network. Handles the loading of supplies, transport carts, and equipment. Performs all Distribution Center duties including receiving, stocking, picking orders and delivery of supplies. Preparing, recording, and shipping return materials to vendors. Operating electric and manual material handling equipment. Providing customer service by assisting with product information and processing special requests.



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### **Business Description**

St. Luke's has been delivering exceptional patient care for 150 years and has earned the distinction of being a trusted health care provider because of our quality, safety and patient-centric care.

We are proud of our diverse workforce of over 17,000 employees that bring unique skills and experiences to St. Luke's and provides award-winning care to our communities. We not only take care of patients, we take care of each other...like a family.

At St. Luke's, we encourage our employees to expand their knowledge and advance their careers in a supportive environment through growth opportunities and continuing education. As our footprint of 14 campuses continues to expand, we offer career opportunities across all patient care services as well as other support areas including but not limited to: Professional/Technical, Hospitality and Food Service, Facilities and Supply Chain.

### **Knowledge, Skills & Abilities**

We are looking for employees who . . .

- Provide compassionate care to our patients
- Provide respect to the value, diversity, and each other
- Provide flexibility in our constantly changing environment

### **Connect with us on Social Media!**



@slhhn



St. Luke's Hospital

<https://www.linkedin.com/company/st-luke-s-hospital/>



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