

Vacancy Announcement

DATE: February 19, 2010
TO: All Qualified Applicants
FROM: Human Resources
RE: Inventory & Distribution Supervisor

CLOSING DATE: Open Until Filled

This is a recruitment for an Inventory & Distribution Manager. This position is a full time, benefit eligible position located at the Blood Bank of Alaska Anchorage Center. The schedule is to be determined and wage is DOE. This position involves a rotation with on-call in addition to a regularly scheduled workweek. Candidate must be able to arrive within 15 minutes to the Blood Bank of Alaska Main Center.

MINIMUM QUALIFICATIONS: H.S. Diploma required. Bachelors Degree in relevant field preferred. Minimum three years supervisory experience in a fast paced, highly regulated environment. Demonstrated ability to build customer relationships with a focus on quality, efficiency and accuracy. Able to develop new customer networks, presenting a professional and positive image of Blood Bank of Alaska at all times.

MINIMUM REQUIREMENTS: Oversight of the receipt of units from fixed, satellite and mobile locations. Responsible for the daily operational functions of the Distribution staff. Ensure blood products are stored and monitored in compliance with FDA and AABB regulatory requirements. Ensure an adequate blood supply to meet customer needs through active exporting and importing as necessary. Maintain the supplier qualification of blood product import sources and customer hospital qualification to return blood products. Act as liaison for BBA during an emergency [i.e., natural disaster, crisis, etc.]. Prepare and coordinate blood and blood product shipment. Maintain inventory by date as applicable and ensure proper rotation into storage. Ability to become proficient with alarm procedures for refrigerators and freezers and be able to take appropriate action/response to an alarm event. Maintain a high level of professionalism and courtesy at all times with internal and external customers.

ALL QUALIFIED PERSONS ARE ENCOURAGED TO SUBMIT A COMPLETED EMPLOYMENT APPLICATION TO THE BLOOD BANK OF ALASKA, HUMAN RESOURCES OFFICE, 4000 LAUREL STREET, ANCHORAGE, ALASKA 99508, FAX 222-5683

Blood Bank of Alaska is an Equal Opportunity Employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the Blood Bank of Alaska depends solely on your qualifications.