

### Supply Project Officer Full time 10 month contract (Feb – Nov)

Gosford Private Hospital has been the largest and most comprehensive private hospital on the CentralCoast for over 35 years and has played a pivotal role in providing quality service to the community across several generations. The hospital currently consists of 129 inpatient beds, 9 operating theatres, 2 endoscopy suites and provides general and advanced surgical services, orthopaedic, medical/oncology, Cardiac Services with Cath Lab & CCU/ICU, rehabilitation, and the Central Coast's only private obstetric unit.

An exciting opportunity has arisen at Gosford Private for a Supply Project Officer. The Supply Project Officer has the responsibility to reduce wastage and ensure the efficient management of consumable medical supply holdings at Gosford Private Hospital. They will work closely with theatre staff, medical staff, management and finance teams in identifying opportunities for investigation. Gosford Private offers diverse and challenging clinical experience and career opportunities.

The successful applicant will have:

#### **Essential Criteria**

- Minimum 5 years' experience working within a theatre complex
- Strong computer skills including the ability to use Oracle, WebPAS and Microsoft Excel
- Strong interpersonal and communication skills
- Strong knowledge of medical supplies including custom packs, consignment and loan stock.

#### **Desirable Criteria**

- Previous experience working within a supply/stores department
- Previous experience in project management
- Previous experience in brownfield development
- Knowledge of the financial drivers within the theatre complex
- Previous Clinical experience in theatre complex

#### **Applications close 4th February 2019**

For information regarding applications, contact:

Deana Harrison, Perioperative Services Manager  
on 4304 3395 or [deana.harrison@healthcare.com.au](mailto:deana.harrison@healthcare.com.au)

Address written applications to:

Deana Harrison, Perioperative Services Manager  
Gosford Private Hospital, Locked Bag 7,  
Gosford NSW 2250

