

Director of Materials Management - School of Dental
Medicine
Tufts University

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Posted Aug. 9, 2024, set to expire Dec. 31, 2024

Job Title	Director of Materials Management - School of Dental Medicine
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - General
Job Website	https://jobs.tufts.edu/jobs/20827?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Since its founding in 1868, TUSDM has been committed to leadership in education, patient care, research, and community service. Students obtain an interdisciplinary education, integrated with medicine, with access to training in dental specialties. Clinics managed at TUSDM provide quality comprehensive care to more than 20,000 individuals annually. Nationally and internationally, the school promotes health and educational programs and research new procedures, materials, and technologies to improve oral health.

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What You'll Do

The Director of Materials Management is primarily responsible for leading and directing all facets of the School of Dental Medicine's (TUSDM) operational supply chain management including, but not limited to: purchasing, logistics, inventory management, equipment management, material forecasting, and inventory control. The Director will be responsible for strategic planning of the materials management program to ensure the highest quality materials are available as needed at the lowest possible cost and maintaining policies for best practices in materials management. This individual will be accountable for implementing and enforcing these policies across the school.

The Director of Materials Management will lead a team of individuals that will support materials management across the school and be responsible for directing these individuals in the day-to-day responsibilities and will coordinate with the Assistant Materials and Dispensary Managers, to serve as the second line resource for the staff.

Essential Functions:

- Plans, manages, and coordinates daily activities related to the sourcing and procurement of necessary materials and supplies needed to meet the changing levels of product demand. Responsible for leading semi-annual inventory counts of clinic materials across the school.
- Analyzes supply chain data, resolves any issues, and recommends alternative practices. Provides reports as needed and supports the budgeting process. Supports proper utilization of ERP system.
- Manages assigned staff establishing goals, coaching, and assessing performance, and ensuring individual development.
- Develops and maintains strong vendor relationships. Manages and monitors vendor qualifications and performance to ensure they meet company requirements. Communicates and negotiates with suppliers and vendors to ensure product quality, timely delivery, and cost reduction. Manages and maintains all current and future vendor contracts.
- Manages and minimizes risks that could affect or interrupt the management of material and logistical activities
- Chairs the Materials Committee and participates in the coordination of engineering changes, product line extensions, or new product launches and aids in assuring orderly and timely transition of those products or equipment.
- Works with Purchasing and School Leadership to develop current and long-term forecast projections to drive production and inventory planning goals. Will be a member of various clinic committees and task forces that require expertise in materials and materials management.
- Ability to collaborate with other departments and school faculty.

What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired by:
- Knowledge and skills as typically acquired through completion of Master's degree in Business Administration, Engineering or Supply Chain



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- 20+ years of relevant experience working in a supply chain organization with minimum \$7M-\$10M of inventory under management
- Proficient in MS Word, Excel, and PowerPoint
- Experience with a Materials Management information system

Preferred Qualifications:

- Experience in Materials Management in the Healthcare industry
Association for Supply Chain Management (ASCM) certification

Pay Range

Minimum \$114,200.00, Midpoint \$142,750.00, Maximum \$171,350.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact