



Receiving Coordinator  
THI Fiscal Services  
(FT-R 170086)

**COMPANY SUMMARY**

The mission of the Texas Heart® Institute is to reduce the devastating toll of cardiovascular disease through innovative programs in research, education and improved patient care. Texas Heart® Institute is a nonprofit organization founded by Dr. Denton A. Cooley in 1962.

For more information, please visit our website at [www.texasheart.org](http://www.texasheart.org)

**POSITION SUMMARY**

The shipping and receiving coordinator position performs inventory management for incoming and outgoing company products and parts necessary to manufacturing of products. Responsibilities include receiving incoming shipments, updating the system to indicate what materials and equipment has been received, taking steps to correct errors including incorrect items or items damaged in shipment, handling any items that require replacement or return and properly sorting all items for distribution to the correct department.

**PRIMARY RESPONSIBILITIES**

- Review requisitions and related PO's for accuracy/consistency/completeness and duplication and checking/ensuring prices are competitive
- Provide PO's to vendors
- Provide added review of open PO's relating to remaining life span/run time.
- Interface with receiving department/dock of St Luke's for timely delivery of supplies to correct departments
- Record items as received in the system
- Completes daily receiving entries in computer system. Distributes to purchasing office for filing.
- Distributes documentation, including transfer of all original documents, to purchasing coordinator for distribution.
- Performs other duties as assigned

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- High school diploma is required
- Bachelor's degree is preferred
- Minimum 3-5 years of relevant experience is required
- Working knowledge of Word, Excel, and PowerPoint is preferred

**HOW TO APPLY**

All qualified candidates please submit your resume to: [careers@texasheart.org](mailto:careers@texasheart.org) with subject title “**Receiving Coordinator**”