



Neighborhood Health – Inventory Control Clerk  
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Due to expansion, Neighborhood Health is looking to add an Inventory Control Clerk to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As Inventory Control Clerk, you will:

- ✓ Monitor and maintain current inventory levels.
- ✓ Process purchase orders as necessary.
- ✓ Track purchases, maintain databases, perform physical count of inventory and reconcile actual stock count.
- ✓ Receive, unpack and distribute orders. Report any inconsistencies to the proper individual(s).
- ✓ Track and replenish inventory at all Neighborhood Health locations.

Requirements:

- One year of inventory experience preferred.

Education Requirements:

- High School diploma or GED.

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department email to: [hrdept@nhci.org](mailto:hrdept@nhci.org). You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [hrdept@nhci.org](mailto:hrdept@nhci.org)