



The Health Services Authority is responsible for the provision and administration of primary and secondary levels of healthcare services and public health functions for residents of the three Cayman Islands through a 127-bed hospital on Grand Cayman, a 18-bed hospital in Cayman Brac, satellite outpatient clinic in Little Cayman and four District Health Centers on Grand Cayman offering the most comprehensive range of inpatient and outpatient services in a single health system in the Cayman Islands.

**We invite applications for the following position:**

**Manager, Materials Management**

**Salary range: \$95,460 - \$128,388 per annum**

**The Materials Management Manager to ensure that the hospital facility is properly stocked with the right products which are timely replenished, received, stored and distributed.**

**Primary Responsibilities:** The successful candidate provides strategic leadership and operational oversight of the Materials Management Department, ensuring the effective procurement, inventory control, storage, and distribution of non-pharmaceutical supplies across all Health Services Authority facilities. The role manages a team of six staff, oversees an annual budget of approximately \$8.7 million, and coordinates high-volume overseas and local purchasing activity. Key accountabilities include supply chain planning, emergency and hurricane preparedness, vendor and contract management, regulatory compliance, and collaboration with clinical and corporate stakeholders to ensure continuity of supply, cost control, and service excellence. The successful candidate also plays a critical role in performance management, reporting, budget planning, and continuous improvement initiatives aligned with organizational and regulatory requirements.

**Qualifications and Experience:**

The successful candidate must possess, at minimum, a Bachelor's Degree in Supply Chain Management or Inventory Management, along with a minimum of five (5) years' post-qualification experience in healthcare or hospital supply chain management. The candidate should have three (3) years managerial experience managing teams including scheduling, performance management, health and safety and training for staff. The successful candidate must have excellent communication and computer skills are required. Experience with Fusion/Oracle inventory systems is essential, and experience with Cerner will be considered an asset. Strong leadership and demonstrable personnel management skills are also required.

**A remuneration and benefits package, commensurate with experience and qualifications will be offered to the successful candidate.**

**NOTE: Incomplete applications will not be considered. All applicants must complete and submit an HSA Application Form via e-mail to [hsa.jobs@hsa.ky](mailto:hsa.jobs@hsa.ky) using pdf format. Log on to our website at [www.hsa.ky](http://www.hsa.ky) to access Application Form and Job Description.**

**Deadline for post: February 8, 2026**



## Job Description

<b>Job title</b>	<b>Manager, Materials Management</b>	<b>Job Holder</b>	
<b>Reports to</b>	<b>Chief Financial Officer</b>	<b>Section</b>	<b>Materials Management</b>

### Background Information

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

Services are delivered primarily through the 127-beds at the Cayman Islands Hospital (the country’s principal health care facility), and the 18-beds at the Faith Hospital on Cayman Brac. Ancillary services are offered at district health centres, and clinics for dental and ophthalmologic care. Residents of Little Cayman can access care through the island’s clinic which is a purpose-built facility.

The Materials Management department operates within a square footage of 8,483 and houses inventory for pharmacy and materials which is 80% of the hospital supply chain. Inventory is valued at the lower of net realizable value or cost, on moving average basis. Inventory is recorded net of obsolete and expired items.

### Job Purpose

To ensure that the hospital facility is properly stocked with the right products which are timely replenished, received, stored and distributed.

### Dimensions

- Post holder supervises six (6) members of staff directly.
- Post holder has responsibility for approximately \$8,700,000 expenditure per annum. Coordinates other budgetary expenditure including Capital request for Supervisors and Managers of all departments within the Authority
- Post holder arranges approximately 1,200 overseas purchases and 400 local purchases per annum.
- Post holder is responsible for the overall control of all inventory items in main and sub-warehouses with the exception of pharmaceutical supplies.
- Post holder coordinates collection and distribution of emergency supplies to all H.S.A facilities

## Duties and responsibilities

### Strategic Management

- Overall responsibility for the entire operation and administration of the Materials Management Department inclusive of all general receiving of non-stock items, equipment and postal services. Manage receiving, storage, picking, packing, and distribution of hospital supplies
- Work with the procurement team to implement supply chain business policies and procedures consistent with the strategic directives plan set by the Health Services Authority
- Maintain med-surg inventory management ratios within the agreed levels
- Assistance on matters relating to annual operating & capital budget, inventory management accounting entries, estimates reconciliations, and attend meetings with the CFO or designee as requested.
- Monitor changes in the healthcare industry affecting the supply chain in relation to the purchasing and availability of medical supplies and equipment.
- Perform various tasks at the request of the CFO.

### Staff Management

- Establish performance expectations and conduct evaluations: setting and monitoring the team and individual performance against agreed KPIs, the Authority's ethics and code of conduct.
- Supervise, train, and schedule warehouse personnel. Manage work schedule and staff vacation to facilitate the collection of urgent perishable shipments outside of working hours, address emergency stock-out items and inventory counts.
- Review required skill set changes within the industry; propose and implement these changes to enhance staff productivity, quality and efficiency.
- Ensure accurate staff records of attendance and absence are maintained.
- Promote a culture of safety, accountability, and continuous improvement
- Ensure compliance with workplace safety standards

### Compliance monitoring and reporting

- Ensure monthly reorders are prepared and submitted to Procurement per schedule.
- Coordinate the disposal of expired, obsolete and damaged inventory items.
- Input on capital requests to ensure inventory needs are met.
- Ensure proper handling of sterile, temperature-sensitive, and regulated materials such as control drugs and hazardous materials.
- Develop and improve workflows to enhance efficiency and accuracy
- Prepare and compile annual tender and vendor specification for Dietary, Housekeeping, Medical, Surgical supplies by comparing prices, quality, reliability and delivery dates.
- Prepare annual vendor performance evaluation report for submission to the Procurement Unit.
- Coordinate with purchasing, vendors, and logistics partners
- Resolve delivery discrepancies and damaged goods issues

- Support contract compliance and cost-reduction initiatives
- Manage Hurricane supplies for the three (3) Islands before 1st June and maintain stock levels throughout the season. Prepare emergency kits to ensure that all the emergency medical centres have adequate medical/surgical supplies in the event of a hurricane.
- Collaborate with clinical departments to forecast demand and implement procedures to manage min/max levels and prevent stock-out or overstocking
- Perform Logistics for the hospital and negotiate transportation on behalf of the HSA
- Ensure stock counts are completed as required and all anomalies reported and addressed.
- Ensure stock records are accurately maintained, through cycle counts, audits and reconciliations.
- Ensure adherence to Joint Commission and hospital regulatory requirements
- Maintain documentation for audits and inspections
- Enforce infection control and cleanliness standards within the warehouse

#### **Communication**

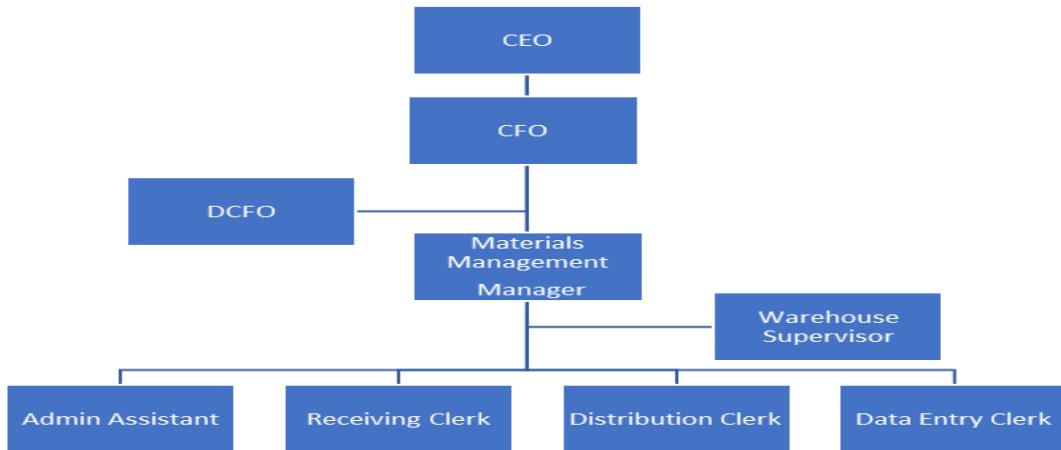
- Analyze inventory data and generate operational reports
- Manage the overall communication with internal and external clients.
- Negotiate with vendors for discount prices on purchases on large quantities of items such as, Medical supplies, Housekeeping supplies, Dietary supplies, etc.
- Negotiate with vendors the return and replacement of defective items purchased, as well as coordination of recall items.
- Develop and maintain good working relationships with all sections by providing quality service, assistance and communication.
- Evaluate and review stock levels to ensure consistency with usage in order to prevent stock outs

#### **Qualifications, Experience & Skills Requirement**

##### **Education and Experience Requirements:**

- Bachelor's Degree at minimum in Supply Chain Management or Inventory Management
- A minimum of 5 post qualification years
- Three(3) years management experience managing teams including scheduling, performance management, health and safety and training for staff.
- Experience in healthcare or hospital Supply Chain Management.
- Excellent communication and computer skills
- Experience with Fusion/Oracle inventory and Cerner is considered an asset
- Excellent leadership and demonstrative personnel management skills also required

## Reporting Relationship



## Direct reports

Warehouse Supervisor, Administrative Assistant, Receiving Clerk, Distribution Clerk and Data Entry Clerk.

## Other Working Relationships

- Clinical Staff
- IT
- Vendors
- Senior Managers
- Finance and Procurement
- Corporate Compliance Team

## Decision Making Authority and Controls

The post-holder is responsible for the day to day management of Materials Management Department and therefore has authority to make decisions related to the efficient running and control of budget and staff within the department. Strategic decisions related to the overall Materials management will be made by the CFO or Senior Management Team and implemented by the post holder.

## Working conditions

- The post holder operates from own general office area.
- The post holder may work hours up to 50 to 60 hours per week.
- The post holder works a lot on the computer and corresponds via telephone, fax or e-mail system.
- Regular hours and extra hours is sometimes required especially in emergency situation.

## Physical requirements

## Problem/Key Features

- Low or out-of-stock supplies due to geographical location.
- Demands of many departments with diverse needs.
- Manual system that is highly paper based
- Warehouse sizing with multiple locations

## Evaluation Metrics

- Inventory accuracy rate
- Order fulfillment and turnaround time
- Stockout and expiration rates
- Staff productivity and safety compliance
- # of order by item code required for rework
- % of sale loss due to item stock out
- % of order required for rework
- % of goods loss due to expiry
- Frequency of emergency call out by supply item and location

<b>Approved by:</b>	<b>Chief Financial Officer</b>
<b>Date approved:</b>	<b>January 2026</b>
<b>Reviewed:</b>	<b>January 2026</b>
<b>Next Review</b>	TBD
<b>Employee Signature/Date:</b>	
<b>Manager Signature/Date:</b>	