



Inventory Control

Medical Ventures LLC

Nashville, TN | Full-Time | In-Person

Location: Nashville, TN

Role Overview

Medical Ventures is a fast-growing orthopedic medical device distributor dedicated to supporting surgeons, hospitals, and healthcare providers with exceptional service and operational excellence. Our Operations team serves as the backbone of our organization, ensuring our sales representatives have the implants, instruments, and resources they need to deliver successful surgical outcomes.

We are seeking a highly organized and proactive individual to join our Operations team for the position of Inventory Control in our Nashville headquarters. The responsibilities include but are not limited to Shipping, receiving, managing implants & instruments, kit replenishment, shelf audits, kit maintenance, assisting Case Planners, assisting Operations Manager with new product rollouts and their assignments.

This is a fast-paced, highly collaborative position where attention to detail, communication, and organization are critical. You'll work alongside two Case Managers and Operations Manager, supporting approximately 200 surgical cases each month across Tennessee, Alabama, Mississippi, Florida, and Kentucky. For someone who enjoys problem-solving, thrives in a dynamic environment, and wants to play a critical role in patient care behind the scenes, this is an outstanding opportunity.

What Makes This Role Unique

- Play a vital role in supporting hundreds of surgeries every week
- Be part of the operational backbone that keeps the business running
- Work directly with orthopedic sales representatives across a five-state territory
- Blend logistics, inventory management, customer service, and case coordination
- Opportunity to grow into a Case Planner role.
- Join a collaborative, team-first culture with strong operational support

Responsibilities

Inventory & Warehouse Operations

- Receive and process daily FedEx and distributor shipments
- Restock implants returned from completed surgeries into warehouse inventory
- Prepare and ship implants and surgical instruments for upcoming procedures
- Verify instrument sets upon return, ensuring every component is accounted for and documented
- Perform weekly cycle counts for implant kits and instruments
- Maintain “Bone Yard” for instrument tray backfilling and rep needs

Inventory Management & Compliance

- Monitor implant expiration dates within the warehouse
- Track products approaching expiration with sales representatives in the field
- Coordinate the return or replacement of expired or soon-to-expire inventory
- Maintain accurate inventory records and support inventory audits



Communication & Team Collaboration

- Confirm receipt of returned inventory and communicate status updates
- Collaborate with Case Planners and the Operations team to balance workloads and support one another
- Help identify process improvements that increase efficiency and accuracy

Required Qualifications

- High school diploma or equivalent
- Exceptional organizational and time management skills
- Strong attention to detail and commitment to accuracy
- Excellent verbal and written communication skills
- Ability to manage multiple priorities in a fast-paced environment
- Comfortable working both independently and as part of a collaborative team
- Friendly, professional, and relationship-oriented approach to customer service

Preferred Qualifications

- Experience in operations, logistics, inventory management, customer service, healthcare, or a related field
- Experience using Microsoft Excel
- Experience working with inventory management or case planning software
- Familiarity with medical device, healthcare, or surgical environments is a plus, but not required

Ideal Candidate

- We're looking for someone who is:
- Proactive and always thinking several steps ahead
- Highly organized with excellent follow-through
- Detail-oriented and committed to accuracy
- Comfortable multitasking while handling frequent interruptions
- A strong communicator who enjoys building relationships
- Team-oriented and willing to jump in wherever needed
- Motivated by solving problems and keeping operations running smoothly

Compensation & Benefits

Salary: \$50,000 - \$60,000 annually

In addition to competitive pay, Medical Ventures offers:

- Annual bonus opportunity
- 401(k)
- Medical, dental, and vision insurance
- HSA & FSA options
- PTO
- On-site company gym, golf simulator, and basketball court



Schedule

- Monday through Friday
- Coordinator availability with hours between 7:00am - 6:00pm. 8 hour shift will be determined by Director.
- Full-time, in-person at our Nashville headquarters

Career Growth

This role offers a clear pathway for advancement within the Operations team.

Hiring Process

1. Initial screening call
2. Panel interview with Operations and Sales leadership
3. Offer extended by the beginning of October

To apply, please email your resume and cover letter to: rgarrett@medicalventures.com

We know that great candidates don't always check every box. If you're excited about this opportunity and believe you'd be a strong addition to our team, we'd love to hear from you. If this role sounds like a good fit for your skills and career goals, we encourage you to apply.