

INDUSTRY JOB POSTINGS at HSCN.org

Position: Procurement Specialist (2 positions)

Department: Strategic Sourcing & Procurement

Organization: 3SO (Shared Support Services Southeastern Ontario)

Location: Kingston, Ontario

Reports to: Director, Strategic Sourcing & Procurement

Submission deadline: March 19, 2010

Status: Contract (non union)

Position code: N/A

Scheduled working hours: 37.5 hours per week

Salary: To be discussed

Key Responsibilities:

- Regional and corporate hospital specific contract management efforts through the development of strategic sourcing contracts between vendors and partnering hospitals of 3SO for capital / non capital services and supplies.
- Operational leadership for a site procurement team that will ensure value for money is considered in every purchase decision.
- Building and maintaining productive and mutually beneficial relationships with strategic suppliers to ensure most effective sources of supply and services
- Developing and maintaining a superior customer focused and collaborative team building approach compile, facilitate and evaluate negotiations on behalf of equity member partners utilizing proven negotiation tools and processes
- Reviewing and interpreting vendor contract terms and conditions and maintaining an up-to-date understanding of evolving client needs, industry trends and procurement best practices and processes.

Essential qualifications:

- SAP experience in a material management module
- Proficient computer skills with advanced MS Office applications.
- Effective written and oral communication skills, strong interpersonal skills, strong negotiation and problem solving skills
- A satisfactory Criminal Reference Check

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Preferred qualifications:

- 7 years relevant work experience preferably within an Shared Service Organization or multi-site healthcare organization

Education requirements:

- Bachelor's degree in business or equivalent related experience combined with CPP, CSCP or PMAC certification

How to apply:

Candidates who are interested in working in a team based environment where individuals are valued and respected and enjoy competitive salaries and benefits, are encouraged to apply to careers@3SO.ca

We thank all candidates for their interest. Only suitable applicants will be contacted.