

INDUSTRY JOB POSTING at HSCN.org

Position: Contract Specialist

Department: Supply Chain

Organization: Mohawk Supply Chain Services

Location: Burlington, Ontario

Reports to: Director of Sourcing

Submission deadline: Friday, January 27, 2012

Status: Full time

Position code: N/A

Scheduled working hours: Monday-Friday (days)

Salary: N/A

Position Summary

- Acting as an ambassador for the mission, vision, values and goals of Mohawk Shared Services on behalf of the MSCS division and the Sourcing department
- Responsible to negotiate, execute and manage vendor agreements in collaboration with the MSCS member hospital stakeholders
- Responsible for the issuance of tender documents for supplies and services in accordance with the Provincial government's Supply Chain Guidelines and public organizational policies and procedures
- Provision of value-added, customer-centred expertise and consultative service on both strategic sourcing and supplier relationship management to members
- Development and maintenance of strong productive relationships with the internal team, hospital members and suppliers
- Seek opportunities for continuous improvement.

Key Responsibilities:

- Responsible for the development and implementation of cost containment, standardization and consolidation strategies including all price and contract negotiations and catalogue management.
- Responsible for the management of contracts, issuance of RFX documentation, analysis and recommendations;
- Possess strong facilitation, negotiation, conflict-management and analytical skills;
- Strong communicator with an excellent understanding of hospital and information systems and the contracting and the tendering processes;
- Maintain confidentiality with respect to the release of information in accordance with MSCS policies at all times;

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- Work collaboratively with the member hospital clinical areas to facilitate product selections and standardization;
- Keep abreast of and report on market conditions, trends and technological advancements as required;
- Maintain a professional relationship with suppliers and their representatives, hospital employees and outside agents;
- Work collaboratively with multidisciplinary teams/groups, varied internal and external individuals to affect change and create improvement

Essential qualifications:

- Excellent interpersonal and communication skills along with an ability to influence change
- Excellent business software applications skills and the Microsoft Office suite of applications, specifically Word, Excel and Access. Experience with Microsoft Dynamics NAV will be an additional asset. Work collaboratively with the member hospital clinical areas to facilitate product selections and standardization;
- Demonstrated leadership abilities
- Highly motivated with the ability to work independently and in a team environment
- Excellent interpersonal and communication skills along with an ability to influence change

Preferred qualifications:

- Experience with Microsoft Dynamics NAV will be an additional asset.
- Familiarity with hospital materials management system

Education requirements:

- This senior position requires a candidate with a business management or related discipline degree or diploma and five to seven years related experience.
- Minimum 3 years of progressively responsible administrative leadership experience
- Certification or professional designation necessary to fulfil the requirements of the position, current completion or nearing completion of the PMAC designation.

How to apply:

We encourage you to learn more about Mohawk Shared Services Inc and Mohawk Supply Chain Services, <http://www.mohawkssi.com>

Qualified candidates may send a resume and cover letter detailing relevant experience to:

brankin@mohawkssi.com