

INDUSTRY JOB POSTING at HSCN.org

Position: Contract Administrator

Department: Contracting

Organization: Medbuy Corporation

Location: London, Ontario

Reports to: Contracting Director

Submission deadline: August 6, 2010

Status: Full-time

Position code: n/a

Scheduled working hours: n/a

Salary: n/a

Responsible for a wide variety of contract management support for the operation of our committees. The selected candidate must be able to work with their peers, reporting individual and members of the hospitals and deal well with continuous learning and change.

Key Responsibilities:

- Support of contracting Director
- Organizing workflow
- Managing contracts, spreadsheets
- Understanding of Public Supply Chain
- Meet timelines
- Multi tasking and prioritization of time management
- Service oriented
- Relationship building with Members
- Team player with a positive attitude

Essential qualifications:

- Demonstrated proficiency in all aspects of MS Office and electronic communication
- Demonstrated proficient communications skills both written and oral
- Demonstrated proficient keyboarding skills
- Demonstrated organizational/time management skills

Preferred qualifications:

- Bilingual
- Minimum of 2 years contracting/purchasing experience in a health care related field
- PMAC certification

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Education requirements:

- Minimum of 5 years experience or post secondary degree/diploma/certificate in related field

How to apply:

We encourage you to learn more about Medbuy Corporation at www.medbuy.ca. Qualified candidates may send a resume and cover letter detailing relevant experience to careers@medbuy.ca or fax these to (519-652-5280).