



## Job Posting

**Position:** Manager, Sourcing & Contract Management  
**Department:** Sourcing & Contract Management  
**Reports to:** Director, Sourcing & Contract Management  
**Location:** Downtown Toronto  
**Status:** Permanent full-time  
**Posting #:** 208

Plexxus provides leading edge business support solutions to Ontario's health care sector. It is owned by 12 member hospitals: Bloorview Kids Rehab, Lakeridge Health, Mount Sinai, North York General, Rouge Valley Health System, St. Joseph's Health Centre, The Scarborough Hospital, Sunnybrook, Toronto East General, Toronto Rehab, University Health Network, and New Women's College Hospital.

Plexxus is a not-for-profit shared service organization with a mandate to provide supply chain as well as transactional finance, human resources and payroll services to member healthcare organizations. The objectives of Plexxus are to improve service levels and maximize non-clinical efficiencies, resulting in savings for members that can be reinvested in direct patient care. Plexxus embodies values that reflect a commitment to excellence. These include: A focus on results while delivering value, acting with integrity and respect, inspiring our people, being flexible and responsive, finding innovative solutions for our customers.

The Manager, Sourcing & Contract Management is mandated to manage a portfolio of products and services for five of our member hospitals. The Manager, Sourcing & Contract Management is responsible for optimizing sourcing opportunities for Plexxus' member hospitals through highly effective sourcing strategies. The position will be responsible for sourcing, contracting and supplier relationship management. The Manager, Sourcing & Contract Management will report to the Director – Sourcing and Contract Management. The position has direct management responsibility for a team of Contract Specialists and Senior Buyers.

### **Accountabilities:**

Specific responsibilities of this position will include the following:

- Develop and implement sourcing strategies for a portfolio of medical/surgical products and services for Plexxus and its member hospitals. Create value for the member hospitals by leveraging total in-scope spend while ensuring that clinical needs are met
- Assure tracking and reporting of sourcing projects as well as contract status/plans to minimize risk of contract expiries and ensure sourcing projects are completed with defined timeframes  
Optimize contract management system and ensure consolidated contract database is maintained with required detail for the managed portfolio of products and services
- Manage sourcing process, and work collaboratively with in-hospital purchasing departments to effect a smooth transition from sourcing to contract negotiation to transactional purchasing

- Identify opportunities for product standardization, working collaboratively with clinicians and leading implementation across member hospitals
- Coach and develop reporting staff in both their sourcing and contract management role and customer relationship management
- Manage supplier relationships by developing a negotiation strategy, identifying candidates for strategic alliances and managing supplier performance.
- Participate in development and implementation of supply chain optimization strategies, ensuring future processes support Strategic Sourcing needs
- Manage and improve performance of various Sourcing health indicators such as % free text ordering, expired items, price variances. Monitor supply markets to develop forecasts for future savings potential
- Prepare reports such as sourcing strategies, vendor performance, contract management and cost savings.
- Other duties as required.

**Required Experience:**

- Minimum of 5 years experience in a Sourcing Management position
- Customer focused orientation dedicated to providing excellent customer service
- Demonstrated ability to develop and execute sourcing strategies that deliver value.
- Excellent contract management skills.
- Proven project management, facilitation and team leadership skills
- Business knowledge of healthcare industry
- Excellent communication (written and verbal) and interpersonal skills
- Presentation skills (content & delivery)
- Demonstrated ability to build strong relationships across complex organizations
- Proven ability to work creatively and analytically in a problem-solving environment
- Working knowledge of MS Project, Visio and MS Office suite
- Ability to travel to our member hospitals as required
- Experience working in an SAP environment an asset

**Education:**

- Bachelor's degree in a relevant field
- PMAC or supply chain management designation

**How to apply:** Interested candidates please apply by resume and cover letter to Mimi Hancock at Plexxus: [mimi.hancock@plexxus.ca](mailto:mimi.hancock@plexxus.ca). While we thank all applicants, we advise only those who qualify for an interview will be contacted. At Plexxus, we are committed to diversity and equitable opportunity for all individuals.

**Posting Date: July 23/2010**

**Closing Date: August 6/2010**