

INDUSTRY JOB POSTING at HSCN.org

Position: Purchasing Coordinator

Department: Materials Management

Organization: Brant Community Healthcare System

Location: Brantford, Ontario

Reports to: Director, Supply Chain and Facilities

Submission deadline: March 1, 2012

Status: Full Time

The Brant Community Healthcare System is looking for a Purchasing Coordinator responsible to the Director, Supply Chain and Facilities responsible for the procurement of materials, capital equipment and services required by the Hospital in accordance with budgets and purchasing /hospital policies. The successful candidate will investigate, evaluate and source new products, process methods and new technologies for use at the hospital.

Key Responsibilities:

- Demonstrated experience with the procurement of materials, capital equipment and services
- Negotiation with vendors for supply contracts and regular supplies, to meet hospital needs and to optimize cost savings
- Product sourcing (research/investigate new technologies and methods)
- Development of Request for Proposal, spreadsheets and summary including results analysis
- Liaison with sales representatives
- Analysis of existing product mix to identify potential standardization and cost saving opportunities
- Purchase of Supply Items, Contracts and Capital Equipment

Essential qualifications:

- 4 year Bachelors Degree in a related field
- Minimum of 5 years progressive experience preferably within a unionized environment

Preferred qualifications:

- Master's degree preferred
- PPM designation preferred

How to apply:

To learn more of this exciting leadership opportunity with our organization, contact **Michael Flook** *in strictest confidence* at 519-751-5544 Ext 2236. Interested candidates may submit a CV and cover letter to:

mflook@bchsys.org

www.bchsys.org