

Supply Chain Coordinator – Southern Health

*Note: This position oversees one distribution centre, not three.

Reporting to the Director - Support Services, the Manager - Logistics & Supply Chain Management is responsible for Logistics & Supply Chain Management across the service delivery organization, which includes operations at the three (3) distribution centers: Portage District General Hospital (PDGH), Boundary Trails Health Centre (BTHC), and Bethesda Regional Health Centre (BRHC). This includes the purchasing, storing, and distributing of supplies for various on and off site facilities in Southern Health-Santé Sud. The incumbent is also responsible for the management and development of staff as well as the negotiations of contracts for Capital and supplies in consultation with Supply Chain Management Shared Service (SCMSS).

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

Qualifications

- Diploma in Business Administration or Allied field from an accredited educational institution
- Graduate of an appropriate certification program (PMAC, APICS, CIM or CPIM)
- Other suitable combinations of education and experience may be considered
- Proficiency in Microsoft Office Applications and computerized order processing software
- Knowledge and experience with MS Dynamics GP (Momentum) is considered an asset
- Two (2) years previous experience in Supply Chain Management with a focus in Purchasing & Contract negotiations
- Minimum three (3) years of managerial experience
- Previous experience in Health Care is considered an asset
- Demonstrated leadership ability
- Demonstrated ability to problem-solve in complex situations and effectively manage rapidly changing situations
- Demonstrated effective collaboration, negotiation, and conflict resolution skills
- Demonstrated written and oral communication skills
- Demonstrated organizational, decision making and problem solving skills
- Demonstrated ability to display independent judgment
- Demonstrated ability in program planning development and evaluation
- Given the cultural diversity of our region, the ability to respect and promote a cultural diverse population is required
- Demonstrated ability to meet the physical and mental demands of the job
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Good work and attendance record