



**Job Number:** J0919-1024  
**Job Title:** Supply Chain Analyst - Materials Management  
**Department:** Materials Management  
**Job Type:** Permanent Full Time  
**Job Category:** Healthcare Professional  
**Open Positions:** 1  
**Date Posted:** October 1, 2019  
**Closing Date:** October 15, 2019

Orillia Soldiers' Memorial Hospital (OSMH) is located in the City of Orillia - a beautiful community nestled along the shores of Lake Simcoe and Lake Couchiching. Orillia offers an environment where a health work/life balance is easy to achieve as exceptional urban amenities, natural resources, points of interest, and recreational opportunities abound.

People have always been OSMH's greatest strength. Our committed team has helped our community for over a century. We offer an environment where each individual works interdependently towards common goals: we believe in *Compassion, Accountability, Respect and Engagement*. We are an organization where individuals' contributions are valued and there are many opportunities for personal growth and development.

## Position Summary

The Supply Chain Analyst is responsible for assisting in all aspects of the operation by providing financial, statistical and supply chain sourcing information to support decision making and reporting. Supply Chain Analyst collects, evaluates and analyzes sourcing information to provide direction to the organization.

## Qualifications

- Post-secondary education is required. (e.g., a bachelor's degree or college diploma in a business field such as economics, logistics, supply chain management, operations management, finance or statistical analysis.)
- Enrollment in or completion of a professional designation related to supply chain is required.
- Previous work experience in supply chain management is required.
- Minimum 3 years supply chain work related skill, knowledge or experience, preferably in a Healthcare setting is required.
- Required skills include: active listening, active learning, communication, reading comprehension, writing, critical thinking, coordination, time management, judgment, decision making, negotiations and mathematics. Demonstrated computer literacy with an advanced knowledge of Microsoft applications including: electronic mail, spreadsheets, word processing and presentation applications. In addition, previous experience and knowledge of supply chain associated software including tendering management, inventory control, electronic procurement and financial planning is required.
- Demonstrated ability to work independently to achieve focused outcomes and objectives. Must be self-directed and able to plan their schedule to complete daily tasks, meet deadlines.
- Demonstrate ability to organize, prioritize and multi-task with efficiency.
- Demonstrated ability to problem solve independently, through analyzing information and evaluating results

to choose the best solution to solve the problem.

- Ability to make complex decisions in line with the strategic goals of the organization.
- Ability to generate complex reports, correspondence, contracts and financial / statistical reports.
- Experience analyzing business performance and developing business cases.

Demonstrates commitment to continued professional and personal growth and development through Continuing Education Programs and Self Directed Learning Opportunities.

## Our Employees Enjoy

- a professional practice environment
- a collaborative atmosphere with emphasis on teamwork
- wellness initiatives
- continuing education grants
- employee recognition and assistance programs
- a competitive salary and benefits package
- equal opportunities for growth and development

*OSMH is a minimal fragrance workplace. We kindly ask all applicants to refrain from using scented products should they have the occasion to interview with the hospital.*

**As a condition of employment new employees will be required to present an original vulnerable sector check within 90 days of commencing employment and must sign an Offense Declaration upon receipt of an offer of employment. Incomplete submissions will not be considered.**

*OSMH is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please advise the Human Resources Department.*

Please apply online at [www.osmh.on.ca](http://www.osmh.on.ca)