



Ref# 19NON086R1

1 - Temporary Full Time - Contract Procurement Specialist Northeast Supply Chain

The Contract Procurement Specialist (CPS) reports to the Manager of Strategic Sourcing and Transition and is responsible for leading various sourcing and contracting initiatives for the Northern Supply Chain (NSC). The CPS facilitates the

Request for Goods and Services (RFX) process for supplies, services and capital equipment as well as working with a diverse portfolio mix to maximize value and to foster positive working relationships with departments, clients and vendors.

Education

* Bachelor's Degree in Business with a SCMP professional designation preferred or other post secondary education, professional designation or certification.

Experience

* 1-3 years purchasing/sourcing experience

Skills

- * Excellent knowledge of tendering and contract law and applicable trade agreements
- * Strong knowledge of MS Office, business and statistical software applications
- * Familiarity with online RFX posting or E-tendering sites (e.g. Bonfire, Merx, Biddingo)
- * Mediation/negotiation/facilitation and debriefing skills
- * Conflict resolution skills an asset
- * Demonstrated success building and maintaining strong working relationships with all levels of management, staff and customers
- * Ability to work effectively, both independently and in team environments.
- * Demonstrated evidence of flexibility, resilience and resourcefulness.
- * Excellent communication skills including both verbal and written. Demonstrated success leading presentations and meetings. Fluently bilingual in French an asset.
- * Knowledge of HealthPro/Medbuy contracts and e-commerce systems an asset

The Health Sciences Centre strives to ensure the safety and security of the patients, visitors, employees and assets financial and otherwise. As one tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon a satisfactory Criminal Records Check (CRC) to ensure the absence of relevant criminal convictions.

The Health Sciences Centre (HSC) is committed to delivering healthcare in a manner that is consistent with Patient and Family Centred Care. Applicants are required to have a demonstrated knowledge, understanding and commitment to this care philosophy.

Candidates will have demonstrated adherence to the Hospital's Code of Conduct. Regular attendance at work is imperative, therefore, all applicants will have to demonstrate a good attendance record to be considered for this position.

We are an equal opportunity employer. Upon request, accommodations due to a disability are available throughout the selection process. Additionally we are identified as an English/French speaking health sciences centre and encourage bilingual candidates to apply.

If there are no qualified applicants for the above position, the Hospital may, at their discretion, train unqualified individuals.

Interested applicants must submit a resume outlining relative previous experience and training no later than 11:59p.m. on **Wednesday, 4 December, 2019**.

External applicants must apply through our website.

Posted: November 4, 2019

NON UNION