



MANAGER, MATERIAL MANAGEMENT PURCHASING TEMPORARY FULL-TIME

At Joseph Brant Hospital, our vision is compassionate care and exemplary service—every time. We are seeking a Manager, Material Management who shares our passion for service excellence and our commitment to outstanding health care.

Reporting to the Director-Customer Support Services, the Manager, Material Management is responsible for coordinating procurement and the distribution of supplies and equipment to support the activities and meet organizational needs. The Manager is accountable for identifying new sources of supply, preparation of RFx documents and negotiation and facilitation of contracts. This includes overseeing the activities with respect to medical/surgical supplies and equipment provided through partnership with relevant Group Purchasing and Shared Service organizations from both a logistics and sourcing perspective.

The Manager ensures compliance to Ontario Government purchasing directives, vendor policies and internal customer specifications. The Manager will work closely with the Coordinators, Purchasing Analysts, Buyers and Purchasing Clerks.

AS THE MANAGER, MATERIAL MANAGEMENT YOU WILL:

- Manage all sourcing activities including RFx development, analysis, negotiations and contract award.
- Review incoming capital requests, and identify most suitable procurement procedure(s).
- Facilitate the acquisition process for Capital and Building renovation projects.
- Manage Limited Sourcing Certification requests for accuracy and compliance to the spirit of the Broader Public Sector directives and current Trade agreements.
- Verify Medical Device Licensing as required for all medical device purchases, as per policies and Federal and Provincial legislation.
- Work collaboratively with the Finance program on both Capital and Operational annual forecasting requirements with a view to maintaining value but reducing overall costs.
- Facilitates and co-ordinates new or renewal of contracting opportunities between vendors and Internal Customers.
- Coordinate contract implementation, compliance, change orders and problem solves in conformance with contract law.
- Manage supplier relationships by coordinating activities with contracted suppliers as required – trials, evaluations, samples and savings quantification.
- Continuously evaluate, identify, and recommend Materials Management system efficiencies, and best practice initiatives.
- Identify uses of technology to support development of business and systems best practices.
- Collaborate with external parties (i.e. SSO member hospitals) to identify supply sources and options.
- Provide follow-up with customers to ensure high service levels are maintained.
- Stay abreast with current industry supply chain benchmarks.
- Ensure compliance with all regulatory requirements.
- Ensure the application of the Hospital's policies and procedures continuously and equitably by all representatives and personnel.
- Maintain and foster relationships with supported programs to support their current and emerging needs.
- Manage warranty of purchased equipment.
- Provide support for product disposals as necessary.
- Identify uses of technology to support development of business and systems best practices.
- Takes initiative in personal continuing professional development.
- Perform other assigned duties that are relevant to the department's day-to-day operation.

QUALIFICATIONS INCLUDE:

- Possess CSCMP designation or undergraduate degree in business administration or equivalent.
- Minimum of 5 years related experience with a focus on competitive procurement and innovation initiatives.
- Experience in Health Care Supply Chain Management is preferred.
- Experience with the negotiation and management of contracts.
- Demonstrated leadership capacity through coaching, mentoring staff and change management for both Union and Non-Union Staff.
- Demonstrated experience in problem solving and facilitating resolutions in a timely and effective manner.
- Must be able to demonstrate sound judgment and initiative and be able to work well independently or in committees under pressure, and facilitate the resolution of complex issues.
- Proficiency with Meditech, Materials Management Module is preferred.
- Demonstrated excellent working knowledge with Microsoft Office – Access, Excel, Outlook and Word.
- Demonstrated excellence in communication, team building and the ability to initiative and model positive change.
- Demonstrated behaviour that supports a customer focused team approach.

EXPECTATIONS:

Employees are expected to demonstrate our values of **compassion, accountability, respect** and **excellence**; to our patients, families and each other; attend work regularly as regular attendance is critical to maintaining this level of excellence.

HOW TO APPLY:

Interested and qualified candidates are encouraged to visit the JBH [careers page](#) to apply to Job Posting #200221

Joseph Brant Hospital 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 notify Human Resources at 905-632-3737 ext. 4129.