Position: Sourcing Specialist
Department: Sourcing
Reports to: Category Management Director, Redevelopment, Infrastructure & Facilities
Location: Corporate Head Office, Downtown Toronto
Status: Permanent – Full Time
Posting: PL_840

Plexxus is a not-for-profit shared services organization which provides value added services to its Member and Customer hospitals.

Plexxus provides Logistics (Distribution, In-Hospital Logistics, Purchasing, Product Support, Accounts Payable), Strategic (Sourcing, Spend Management, Supplier Management, Contract Management, Innovation & Strategic Partnerships) and Support and Enablement (Information Technology, Data Governance & Management, Customer Relationship Management, Corporate (Human Resources, Finance), Customer Support services.

VISION: Plexxus is the leading shared service organization in Canadian healthcare.

MISSION: Plexxus relentlessly delivers value to its Members and Customers through service excellence.

VALUES: Excellence, Responsive, Accountable, Collaborative

Plexxus serves a diverse group of hospitals consisting of specialty, community based, academic and research hospitals. Plexxus Member hospitals include: Holland Bloorview Kids Rehabilitation Hospital, Lakeridge Health, North York General, Sinai Health, St. Joseph’s Health Centre, Scarborough Health Network, Sunnybrook Health Sciences Centre, Michael Garron Hospital, University Health Network, and Women’s College Hospital. Plexxus Customer hospitals include: Campbellford Memorial Hospital, Haliburton Highlands Health Services, Mackenzie Health, Markham Stouffville Hospital, Northumberland Hills Hospital, Peterborough Regional Health Centre, Ross Memorial Hospital, Royal Victoria Regional Health Centre, Southlake Regional Health Centre, and Stevenson Memorial Hospital.

We are recruiting for a Sourcing Specialist to provide assistance to the UHN FM-PRO team and be broadly responsible for construction and design/engineering services.

Accountabilities:

- Establish expertise in the assigned sub-categories in Redevelopment and Infrastructure space and create a Category framework to meet the evolving needs of the the University Health Network (UHN) hospitals.
- Develop sound category plans that are aligned to Hospitals business objectives with a strategic approach to maximize value, reduce risk and effectively manage the services.
- Based on the UHN hospitals needs and Broader Public Sector (BPS) Procurement Directive, recommend and implement the most suitable procurement strategies and tactics; driving cost savings and process efficiencies; end-to-end ownership of initiatives
- Project managing initiatives using a defined strategic sourcing methodology on a consistent basis
- Manage the end-to-end RFx processes for complex sourcing initiatives in construction and design/engineering services, as requested by the UHN FM-PRO
- Maintain timely and accurate reporting of the progress of sourcing events in Plexxus reporting tool
- Facilitating and leading stakeholders in the execution of sourcing strategies
- Customer relationship management – deliver to defined service level commitments
Job Posting

- Lead effective contract negotiations that support the UHN hospitals goals and enhance competitive position
- Apply strategic category analysis and identify opportunity for business and supply chain improvement.
- Able to perform detail-oriented analytics including market data, suppliers, financial data, etc. Must be able to perform cost/benefit analysis, and formulate recommendations based on those analytics.
- Operate in accordance with BPS directives, Hospital and/or Plexxus policies and practices and in compliance with accepted business ethics.

Qualifications:
- At least five years’ experience in procurement
- Three to five years Broader Public Sector experience in sourcing complex projects in construction, designing and engineering
- Ability to develop and present ideas and conceptualize new approaches and solutions
- Three years contract negotiation experience
- Strong stakeholder management skills in order to effectively engage with key stakeholders and ability to maintain a positive dynamic
- Demonstrated commitment to providing a high level of customer service & continuous improvement
- Demonstrated ability to organize, control and coordinate a variety of activities in a fast paced, team oriented environment
- Excellent communication and analytical abilities
- Post secondary education or equivalent combination of education and experience; CSCMP designation is an asset

Core Competencies
- **Strategic Business Thinking** – ability to understand business implications of decisions and to improve company performance
- **Customer Focus** – genuine desire to meet or exceed customer needs and expectations, and to teach others to do the same
- **Organizational Awareness/Alignment** – ability to understand and manage the power relationships in Plexxus and in other organizations (e.g. Members, suppliers), including ability to define real decision makers
- **Relationship Building** – works to build or maintain effective relationships with internal and external stakeholders whose cooperation is important to present or future success
- **Impact and Influence** – ability to persuade or convince others through use of effective interpersonal, communications, negotiations and presentation skills
- **Self Confidence** – ability to effectively lead projects involving stakeholders with differing priorities and agendas, and to be able to convey the value Plexxus brings to the table
- **Organizational Commitment** – ability and willingness to align one’s own behavior with the needs, beliefs and values of the organization
- **Flexibility** – genuine desire to be flexible and accepting of change
Interested candidates please apply by resume to Plexxus Human Resources at careers@plexxus.ca. While Plexxus thanks all applicants, we advise only those who qualify for an interview will be contacted.

Plexxus is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).