



JOSEPH BRANT HOSPITAL PROCUREMENT SPECIALIST PURCHASING / MATERIAL MANAGEMENT Full Time

Schedule: Monday-Friday (days)

About Joseph Brant Hospital:

Joseph Brant Hospital (JBH) is a full-service community teaching hospital located in the growing and thriving community of Burlington, Ontario, serving more than 185,000 residents in Halton, Hamilton, Waterdown, Flamborough, Milton and Stoney Creek. It is honoured to be recognized as one of Hamilton Niagara's Top Employers for five (5) consecutive years, with a skilled staff of 194 physicians, 1,911 full- and part-time staff and more than 700 volunteers.

JBH is a Clinical Education site in conjunction with McMaster University, and designated as an Academic Community Teaching Hospital. Its expanded campus includes the state-of-art Michael Lee-Chin & Family Patient Tower, featuring a new Emergency Department, 172 acute inpatient beds, 9 new Operating Rooms and post-anaesthetic care unit to support expanded medical, surgical and outpatient services. JBH is also a partner member of the Burlington Ontario Health Team (OHT). JBH inspires and empowers a culture of caring and this is demonstrated in many ways including our committed to the health, safety and wellbeing of our people. For more information, visit www.josephbranthospital.ca.

Position Summary:

The Procurement Specialist will act on behalf of Joseph Brant Hospital for Procurement. As a Procurement Specialist, you will work with the Materials Management Team within the hospital, and be responsible for the procurement and management of vendor agreements. This role is responsible for the issuance of tender documents for supplies and services in accordance with the Provincial Government's Supply Chain Guidelines and public organizational policies and procedures.

The ideal candidate will be self-motivated with a demonstrated ability to provide value-added, customer-centered expertise and consultative service on both strategic sourcing and supplier relationship management to members. You have exceptional interpersonal and communication skills with an ability to influence change. You are able to work collaboratively with the Hospital's Clinical areas to facilitate product selections and standardization. You possess an excellent understanding of hospital and information systems and the contracting and tendering processes. In addition, you are able to establish strong relationships with the Material Management Team, hospital customers and suppliers. You seek opportunities for continuous improvement.

Responsibilities:

- Responsible for the development and implementation of cost containment, standardization and consolidation strategies including price and contract negotiations and catalogue management;
- Responsible for the management of contracts, issuance of RFX documentation, analysis and recommendations;
- Maintain confidentiality with respect to the release of information in accordance with JBH policies at all times;
- Work collaboratively with the Hospital's Clinical areas and Sourcing Partners to facilitate product selections and standardization;
- Keep abreast of and report on market conditions, trends and technological advancements as required; and provide reporting where applicable.
- Maintain a professional relationship with suppliers and their representatives, hospital employees and outside agents;
- Work collaboratively with multidisciplinary teams/groups, varied internal and external individuals to affect change and create improvement including the Hospital's Group Purchasing affiliations.
- Postings to bidding sites as appropriate
- Maintain procurement activities consistent with current Broader Public Sector Guidelines and Directives.

Qualifications:

- Degree or diploma in business management or related discipline;
- Five (5) to seven (7) years' related experience;
- Certification or professional designation necessary to fulfil the requirements of the position, current completion or nearing completion of the CSCMP designation;

- Excellent business software applications skills and the Microsoft Office suite of applications, specifically Word, Excel and Access. Experience with Meditech Client Server would be desired.

Expectations:

Employees are expected to; demonstrate our values of compassion, accountability, respect and excellence; to our patients, families and each other; attend work regularly because 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 **#200823**

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.