

### **Inspired by research and driven by compassion!**

The Ottawa Hospital (TOH) is one of Canada's largest learning and research multi-campus hospitals. With more than 1,100 beds and approximately 12,000 staff members, we deliver specialized care to the Eastern Ontario region.

From the compassion of our people to the relentless pursuit of new discoveries, The Ottawa Hospital never stops seeking solutions to the most complex health-care challenges while continually engaging with the community to support our vision for better patient care.

Working together with its research institute, the University of Ottawa, and other partners, the hospital is continually gaining national and international recognition for high-quality patient care, teaching and research, while striving to meet the needs of the culturally diverse community we serve.

### **Position Information**

Join our team as an Officer Contract Sourcing!

The Procurement team is recognized and trusted as leading procurement professionals who provide strategic value and industry best practices to support the world-class care provided at The Ottawa Hospital. The successful candidate will have responsibility for managing and coordinating contracting activities related to the preparation, consultation, and evaluation of contracts, requests for proposals, and requests for information as well as vendor debriefings for TOH and its partners.

### **What You Will Do**

- Drafts various competitive bid documents such as Tenders, Requests for Proposals and other contractual documents;
- Analyzes Bids or Proposals in conjunction with appropriate clinical and/or technical representatives and facilitates and provides expertise in the analysis process;
- Researches information on equipment, products or services to develop the appropriate level of knowledge;
- Conducts Vendor debriefings;
- Ensures the integrity and confidentiality of the contracting process.
- Manages the assigned resources and ensures progress schedules are met in accordance with the timeframes set out for the contracting activity;
- Completes the contract award notification process in a timely manner to ensure users and vendors have the information required;
- Develops analytical models incorporating appropriate methods of determining best value;

### **What You Will Bring**

- Undergraduate degree in Business Administration or equivalent academic preparation and experience;
- Minimum 3 years experience in contracting and procurement in a healthcare facility in the last 5 years;
- Advanced level of Microsoft Word, Outlook and Excel;
- Knowledge of Broader Public Sector Procurement Directives of Ontario;

- Excellent knowledge of Contracting and Procurement and Finance Policies;
- Excellent oral and written communication skills and attributes;
- Strong skills in priority setting and ability to fulfill required tasks within tight deadlines;
- Must possess strong analytical, critical thinking, and problem solving skills;
- Ability to perform within a fast paced environment;
- Must possess a strong customer oriented approach with demonstrated ability to service internal, and external customers;
- Proven skills in managing vendor relations.

### **Stand Out With**

- Advanced knowledge and use of Oracle, MERX and other relevant Materials Management systems in use within Contracting and Procurement;
- Previous experience and knowledge of clinical and medical contracting characteristics;

### **What you can expect from us**

The Ottawa Hospital is committed to providing a healthy, safe, and inclusive work environment for everyone. We are driven by our purpose to provide each patient with the world-class care, exceptional service and compassion we would want for our loved ones.

We offer an attractive and equitable compensation package including a comprehensive benefits package, a Defined Benefit Pension (DBP) plan, and insurance protection. We also offer discounts from choice providers on a variety of products and services.

The Ottawa Hospital provides various Health and Wellness resources as well as opportunities for personal and professional development opportunities from our in-house Learning and Leadership Development team to help align your goals with your career objectives.

### **Interested? Apply today!**

If you are passionate about what you do, motivated by improving the health of the community, excited by leading-edge medical technology, and as committed to excellence, quality and patient safety as we are, we would like to hear from you. Please submit an on-line application for the position you are interested in. We thank all those who apply but only those selected for further consideration will be contacted.

The Ottawa Hospital is an equal opportunity employer. Upon request, accommodations due to a disability are available throughout the recruitment process.

If you are interested in being part of the team at The Ottawa Hospital, please submit an online application via our external website by clicking the following link and applying to **Job Opening ID 76508**

<https://www.ottawahospital.on.ca/wps/portal/Base/TheHospital/CareersAndVolunteering/Careers>

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