

We believe that outstanding care starts with outstanding people.

At Runnymede Healthcare Centre, we actively cultivate work-life balance and invest in the resources our staff need to do their best work.

Our award-winning, fully accredited hospital takes an inter-professional team approach to care. We provide comprehensive clinical services to patients who require expert treatment, extended rehabilitation and daily care beyond what can be provided at home or in the community. At Runnymede we have a single, clear purpose: improve the quality of life of every patient, every day.

If you want to join a centre of excellence with a multidisciplinary team who supports the delivery of patient-centered care, we want to hear from you today.

Logistics, Contracts & Inventory Coordinator (Buyer) – Permanent Full-Time (#LCIC-0820)

If you would like to work with a team of professionals who are committed to enriching the lives of patients we invite you to join Runnymede Healthcare Centre as the Logistics, Contracts & Inventory Coordinator (Buyer).

Position summary:

This role will operationalize and coordinate the procurement, inventory and supply chain management. This position will also liaise with the supervisor Logistics, Contracts and Inventory in making sure that the hospital policy, government guidelines, Broader Public Sector (BPS) Supply Chain Directives, and best business practices are followed. The Logistics, Contracts and Inventory Coordinator will establish and maintain relationships with stakeholders and suppliers as well as seek opportunities for streamlining and continuous quality improvement of supply chain transactions.

Responsibilities include:

- Ensure prompt and accurate entry of purchase order date (e.g. FOB, payment terms, unloading point, accounting classification) into the business system and transmittal of orders electronically. Monitor vendor acknowledgements to ensure orders are filled accurately and in a timely manner.
- Good understanding of EMR (Meditech Expanse module)
- Develop material management workflows for EMR
- Communicate regarding product changes or additions to existing contracts, and identification of high volume, direct purchase products for evaluation as potential inventory items.
- Ensure the application of the Hospital's policies and procedures continuously and equitably by all representatives and personnel.
- Contribute in creating of standard operating procedure pertaining to logistics, contracts and inventory.
- Assist in analyzing data to identify new opportunities for cost savings or increased service coverage
- Communicate vendor compliance issues and/or contract issues to remove internal and external roadblocks to contract execution and focus stakeholders toward problem resolution
- Represents the department on multidisciplinary committees, cost saving task forces and redevelopment task forces.
- Perform inventory analysis to avoid stock shortages/overstock and analyze root cause of inventory issues and provide resolutions.
- Develop initiatives to reduce slow moving inventories and to improve inventory turns.
- Assist in inventory risk assessment and mitigation activities.
- Track purchasing activities and KPI metrics such as PO activity, Open PO's and turnaround time.
- Ensure compliance to Ontario Government purchasing directives, vendor policies and internal customer specifications.

The successful candidate will have the following qualifications/experience:

- Degree in related field (i.e. Business) or equivalency in education and recent/related logistics experience required
- Recognized Professional Supply Chain Designation (CPP/SCMP) is an asset
- Minimum 3-5 years of direct work experience in a logistics or supply chain function required
- Healthcare logistics experience preferred
- Proven experience in inventory management
- Demonstrated understanding of Health Care Supply Chain leading practices
- Past experience working with Meditech systems preferred
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.)

Interested candidates are encouraged to apply to the Job Posting ID #LCIC-0820 on [Runnymede's website](#)

While we thank all applicants, only those under consideration for the position will be contacted. If you require accommodation during any stage of the recruitment process, please notify Human Resources.

Runnymede Healthcare Centre values inclusivity and diversity in the workplace. We encourage applicants from diverse backgrounds. We are committed to employment equity and providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities (AODA).

Any information obtained during the course of recruitment will be used for employment purposes only and not for any other purpose.