

SGP PURCHASING PARTNER NETWORK

Director of Procurement

Corporate Office

SGP a division of Extendicare is a purchasing partner focused organization committed to providing unmatched customer service, comprehensive network support, and innovative supply chain solutions to the Senior Care Market. Defined by our customized and focused programs and services, SGP understands our partners business and we are dedicated to ensuring optimum network performance for our Partner's procurement needs.

Candidates are invited to apply for the position of Director of Procurement located at our Corporate Office in Markham, Ontario.

Reporting to the Senior Director SGP the Director of Procurement is accountable for the overall procurement process, overseeing the SGP Procurement team, formulates and monitors an SGP approved vendor list encompassing all categories, establishing contracts for the purchasing of supplies for all Extendicare Divisions and SGP Purchasing Partner Network members and is involved in the development and implementation the purchasing department's policies and procedures, budget preparation, strategic planning, compliance, and customer support.

The Director of Procurement will be responsible for the overall procurement strategy

RESPONSIBILITIES

- Develop and champion a strategic procurement framework across the organization.
- Manage the procurement function with a demonstrated ability to develop close relationships between functional stakeholders, including operations, IT, HR, Legal and Finance to ensure procurement is adding value to the overall business.
- Ensure that all SGP contracts are appropriately negotiated and managed to ensure they meet company objectives.
- Negotiate commercial terms and conditions with vendors based on business needs.
- Lead and facilitate the development of an operating plan for procurement that is aligned with the overall strategic plan of the organization.
- Leverage activities where appropriate in order to leverage buying power, with focus on total cost of ownership.
- Provide data driven guidance on best procurement strategies for the company to reduce cost, increase efficiency while maintaining resident and team member satisfaction.
- Develop and propose performance measurement targets for procurement and monitor, track and report on performance against targets. Provide all procurement related integration support for new communities as the company continues to grow through acquisitions, development and expansion of management and procurement services.
- Participate in Quality Teams and Lead procurement for the development (construction) projects for the company.
- Lead improvements in procurement efficiency – automation of procurement process, EFTs, link with financial systems and AP & AR processes.

Better all together™

- Development, implementation, and oversight of policies, practices, processes, procurement systems, RFP process, ordering, etc.
- Manages and provides guidance to SGP Purchasing Team with the development of purchasing request specifications, drafting of business cases, and advises on evaluation criteria, scoring, and methodology
- Oversee and develop the processes for the identification and assessment of risks and for performing audits and reviews on the adequacy of SGP purchasing controls.
- Monitor and enforce adherence to company policies and key procurement controls
- Oversight of the hiring, orientation, evaluation, and development of procurement department team members
-

QUALIFICATIONS

- Minimum 10 years of procurement experience, including 5 years in a leadership role in a comparable size company, preferably in the healthcare industry.
- Bachelor’s Degree (with an emphasis on business, procurement, supply chain).
- Experience in negotiating a wide array of contracts, including IT, capital, goods and services.
- Strong ability to work with and analyze data and present as Key Performance Indicators.
- A high level of business acumen and the drive to keep on top of the relevant business issues that affect the business.
- An exceptional leader and team builder with superior communication and presentation skills.
- Excellent knowledge of Accounting principles and the Healthcare and Government Funding.
- Direct, current, and progressive experience in Supply Chain Management with responsibility for end-to-end procurement processes. This includes supplier sourcing, contract negotiations, contract management and supplier management.
- Demonstrated experience in the interpretation and application of procurement principles and requirements outlined in procurement and financial directives, guidelines, legislation, and regulations.
- In-depth knowledge of procurement best practices, business decision-making processes, service delivery models and experience providing strategic advice on a variety of procurement initiatives.
- Solid understanding of, and experience in, risk management approaches relative to purchasing.
- Ability to meet short- and long-term deadlines, set priorities and work effectively under pressure of high-volume work.
- Strong judgement and the ability to recognize and respect confidential and sensitive matters.
- Proficient in the use of technology and software applications including, intranet, internet, Microsoft Access, Word, Excel, Workday, Salesforce and PowerPoint.
- Team player and highly collaborative.
- Able to leverage resources throughout the organization to achieve results.
- Committed to excellence, continuous improvement and lifelong learning.
- Passionate about providing high quality care and services to all residents.
- Ability to work extended hours on occasion.

TO APPLY: Interested applicants may forward their résumé and cover letter, in confidence, no later than December 18, 2020 quoting the position title, “Director of Procurement” in the subject line of your email, to the attention of: SueWilliams@extendicare.com