



Position: Sourcing Specialist (IT, Professional Services, and Corporate Services)
Department: Sourcing
Reports to: Category Management Director, IT and Professional Services
Location: Downtown Toronto
Status: Full-Time
Posting: PL_948

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 currently recruiting for a Sourcing Specialist to work at our corporate head office in downtown Toronto and be broadly responsible for the following:

- Information Technology (i.e., hardware, software, telecommunications, managed services, cloud applications, etc.)
- Professional Services (i.e., IT and clinical contract and contingent resources, consulting, recruiting, etc.)
- Corporate Services (i.e., transcription & interpretation services, document management, etc.)

Accountabilities:

- Manage the RFx process for the IT, Professional Services, and Corporate Services category
- Execute strategies to enhance the relationship with internal customers and suppliers
- Negotiate and execute contracts
- Establish and manage project timelines with internal customers and suppliers
- Identify new opportunities for cost savings or increased service levels
- Maintain timely and accurate reporting of the progress of RFx events in Plexxus reporting tool
- Support category management and vendor relationship management activities as required



Qualifications:

- Three to five years' experience in a sourcing environment; three to five years contract negotiation experience
- Minimum of two years' experience in strategic procurement
- Contract development and negotiation experience
- Broader Public Sector and Ontario Public Service Procurement Directives RFx experience considered an asset
- Experience in construction and facilities sourcing projects considered an asset
- Demonstrated ability to organize, control and coordinate a variety of activities in a fast-paced, ever-changing environment
- Knowledge/experience in materials provisioning and understanding of business and legal issues
- Excellent communication skills with strong analytical abilities and mathematical aptitude
- Demonstrated experience in supplier relationship management and supplier qualification
- Proven team player with ability to multitask
- Healthcare procurement experience an asset
- Experience with major Microsoft applications, including but not limited to MS Word, Excel, PowerPoint.
- Previous SAP experience an asset
- Post-secondary education or equivalent combination of education and experience; Certified Supply Chain Management Professional (CSCMP) certification completed or in progress is an asset

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). Applicants who are selected for an interview are advised that accommodations are available upon request in relation to the materials or processes used in the selection process.

Posting Date: June 4, 2021

Closing Date: June 18, 2021