



## Job Posting

**Position:** Sourcing and Contract Analyst  
**Department:** Sourcing  
**Reports to:** Manager, Sourcing and Contract Analytics  
**Location:** Downtown Toronto  
**Status:** Full Time  
**Posting:** PL\_953

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 recruiting a Sourcing & Contract Analyst to work at our corporate head office in downtown Toronto and is broadly responsible for the following:

### Accountabilities:

- Key member of the Sourcing Analytics and Program Management team
- Will perform a broad scope of activities requiring experience, professional knowledge, and application of analytical skills and techniques
- Supports multiple Sourcing Leads on several multi-hospital procurement projects
- Provide full cycle support to the Sourcing team, including:
  - Spend and Contract Profile
    - Contract analysis
    - Market analysis
    - Product analysis
    - Supplier review
    - Presentation of spend and contract profile at Working Group Kick-off meeting
  - RFP development
    - Work with Sourcing Lead to document the specifications
    - Prepare documents
  - RFP evaluation
    - Analysis of proponents' responses, including:
      - Financial submissions



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- Understanding of clinical practice as it applies to the evaluation
- Compilation of all evaluation scores, including:
  - Identification of outlier scores
  - Identification of trends by hospital, Shared Service Organization and Proponent
- Presentation of evaluation results at the Working Group recommendation meeting
- Data Management
  - Review and submission of loadsheets and other data management documents to the Plexxus Data Governance Group
  - Updating of contract information in Ariba Contract Management System

### Qualifications:

- Minimum of three to five (3-5) years of hands on experience in a financial or analytical role or a recent graduate from a post-secondary business-based program
- Previous experience working in a supply chain or strategic sourcing environment would be an asset
- Proven ability to understand business operating and financial processes
- Understanding of RFPs, contracts and pricing terms and conditions would be an asset
- Advanced MS Excel skills required; proficiency in MS Access and SAP would be an asset
- Experience with PowerBI or similar analytics software is required
- Highly motivated, customer focused team player
- Strong verbal and written communication skills
- Excellent analytical skills
- An eye for detail and strong time management skills
- Self-starter, works well without constant supervision and able to perform well under pressure
- Ability to shift priorities as and when required by the business

### Core Competencies

- *Initiative* – determination for taking action and operating with a high sense of urgency
- *Critical Thinking* – ability to comprehend a situation by breaking it down into its components and identifying key or underlying issues
- *Customer Focus* – genuine desire to meet customer needs and expectations, and to teach others to do the same
- *Relationship Building* – works to build or maintain effective relationships with internal and external stakeholders whose cooperation is important to present or future success
- *Self Confidence*
- *Organizational Commitment* – ability and willingness to align one's own behavior with the needs, beliefs and values of the organization
- *Flexibility* – genuine desire to be flexible and accepting of change
- *Teamwork* – works collaboratively with others within a team or with colleagues to achieve common objectives
- *Listening, Understanding and Responding* – the ability to interact effectively with other individuals and groups, including the ability to listen, comprehend and respond accordingly and thoughtfully



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Interested candidates please apply by resume to Plexxus Human Resources at [careers@plexxus.ca](mailto: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 7, 2021

**Closing Date:** June 21, 2021