

## Buyer

- **Permanent Full Time**

Reporting to the Director, Materials Management, this position will assist in the implementation of process improvements and methods of streamlining functions within the department to improve services, expedite delivery of goods, and improve inventory control. Key responsibilities include assisting with RFP/Quotation/Contract Processes, providing operational support to Product Evaluation Committees, analyzing data, performing detailed cost and revenue analyses to inform and make supply chain related recommendations based on end user objectives and resource constraints. Responsible for preparation and oversight of staff schedules and bi-weekly scheduling / payroll submissions, also acts as a technical resource to departmental staff, helping troubleshoot the Materials Management platform of the ERP system.

You possess a diploma in Supply Chain Management or Business Administration and have three years related experience in public sector purchasing administration. The Supply Chain Management Professional (SCMP) designation is preferred.

An excellent communicator with exceptional mathematical and data manipulation skills you have a demonstrated advanced computer literacy with advanced knowledge of Microsoft applications. You are able to manage information from a multitude of sources for various projects simultaneously while working independently and as part of a dynamic team.

As a condition of employment, external hires are required to submit proof of COVID-19 vaccination to the Hospital's Occupational Health and Safety department.

Applicants interested in becoming a part of an energetic, caring team in a fast-paced and rewarding environment can send a current resume and cover letter to the corresponding job posting on <https://careers.mahc.ca/> by 4:00pm on Friday, November 26, 2021.

### Why Muskoka Algonquin Healthcare?

Working together to provide outstanding integrated health care to our communities delivering best patient outcomes with exemplary standards and compassion, Muskoka Algonquin Healthcare (MAHC) is a multi-site organization that includes the Huntsville District Memorial Hospital site in Huntsville and the South Muskoka Memorial Hospital site in Bracebridge.

MAHC offers a collaborative approach to patient care. When you work here, you are supporting and caring for those in our community and their families. You will feel and know that you are a very important part of our community because you will feel how much our community appreciates the work that is done day in and day out by the hospital staff.

[Watch our video](#) to learn more about working at Muskoka Algonquin Healthcare!

### Why Muskoka?

Imagine working in a place you love to visit on vacation! A career with Muskoka Algonquin Healthcare lets you do just that. We are located in one of the top international tourist destinations in Canada; positioned just two (2) hours north of Toronto in beautiful "cottage country" surrounded by vibrant natural beauty, pristine lakes, majestic forests and rocky shorelines.

Our communities are small in size but big in excitement; there are always local fundraisers, farmers markets, live events, pubs and locally owned stores to shop in. There are a variety of seasonal, year-round activities to keep you busy and fully embraced in the lifestyle that Muskoka has to offer from hiking, fishing, snowshoeing, downhill skiing, heading to Algonquin or Arrowhead Park for the day, running and cycling clubs, camping, sitting on a warm sunny patio downtown, or simply relaxing by the lake with your friends.



Life here is good! Let us help you make your move!

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.