



Humber River Hospital. Lighting New Ways In Healthcare.

Five years since opening our doors as North America's first fully digital hospital and we remain unwavering in our belief that we can change the hospital where we work, the community where we live, and the world of healthcare beyond our borders. Serving a community of 850,000 residents in North West Toronto, Equity Inclusivity and active participation in the North West Toronto Ontario Health Team are key initiatives important to our Team. At Humber River Hospital, we use a custom combination of technology and clinical expertise to rebuild elements of care. We make technology work for staff and physicians; giving them more time to spend with patients, to eliminate inefficiencies, and to reduce the chance of errors. Humber River Hospital is formally affiliated with both the University of Toronto and Queen's University and committed to becoming a community academic hospital. Clinical Excellence, Optimizing Care through Technology and Community Connection frame our Research Strategy.

At Humber River Hospital, we're not hoping for a renaissance, we are making it happen. As part of our dynamic team, you can lead the way, as we continue our journey towards high reliability care!

Lead our team of procurement and purchasing experts as we work together to acquire the resources and equipment needed to deliver compassionate care that is responsive to the healthcare needs of our community.

At Humber River Hospital, the procurement of externally provided products and services are essential in our day-to-day operations. The management and distribution of our supplies are critical in ensuring we are able to consistently deliver the high-quality, safe care that we are known for. As we continue to advance our logistics and purchasing operations, we are seeking a **Director of Logistics, Purchasing and Mail Room Services** to provide strategic leadership and oversight for the provision of procurement, supply management and mail room services. This individual will be accountable for developing a centralized, hospital-wide procurement and vendor management program. Working with the different programs, the Director of Logistics will ensure the cost-efficient and strategic procurement of goods and services throughout Humber River Hospital in compliance with legal and regulatory requirements and operational policies and guidelines.

Are you a strong leader with a strategic and innovative mindset? Do you have the data-driven and professional negotiation skills to problem-solve key purchasing and logistics challenges? Have you built a strategic procurement function within a hospital or a public sector organization? If you answered yes to any of the questions above, we invite you to read the details below and apply to this exciting career opportunity at Humber River Hospital.

Reporting Relationship: Senior Director, SPD, Biomedical Engineer and Supply Chain Management

Salary Range: \$117,018 - \$154,108

Location: Humber River Hospital, Wilson Site

Position Responsibilities:

- Develop, oversee implementation, and monitor supply chain practices (e.g. receipt, storage, delivery, acquisition methods, and bulk supply orders).
- Manage the operations of Logistics, Procurement, and Mailroom.
- Develop, maintain, communicate standards to all departments and determine appropriate material flow systems.
- Develop performance metrics; analyze stock usage, turnover, and expiry to develop cost savings and standardization.
- Create risk management and mitigation strategies to meet government processes and documentation requirements.
- Be responsible for the overall procurement strategy, identifying and evolving best practices and transforming the organization into a center of excellence for the organization.
- Work with programs and business units on the selection of suitable vendors.
- Ensure that vendors are compliant with Humber River Hospital policies and guidelines.
- Evaluate vendor relationships with a strategic enterprise view, including soliciting information and feedback about vendors and tracking that information for future utilization of the vendor; bench-marking the quality of the goods/services, price and any potential risks with vendors.
- Standardize RFP process for the organization and assisting business units in conducting RFPs.
- Ensure that the RFP process is effectively utilized in accordance with purchasing policies.
- Manage the oversight of contracts and compliance; contract review process; interpret, negotiate contentious contract issues contracts and manage contracts through their lifecycle.
- Maintain ethical procurement practices to ensure conformance with applicable trade agreements that are defensible in the public forum and meet organizational standards for broader public sector (BPS) negotiation and other procurement requirements.
- Price analysis of product purchases and services costs to find cost savings and “overall value” and risks of purchase and maintenance of contract and manage costs.
- Establish and maintain vendor relations to achieve organizational outcomes.
- Manage and update Procurement and Logistics and product recall process and documentation in a timely and efficient manner to meet organizational procurement standards.
- Develop and participate in corporate procurement projects to meet corporate priorities

- Work with business units to ensure that the organization is receiving the best pricing and terms, including overseeing bidding process within the organization to ensure competitive pricing.
- Train business units on business negotiations and optimal business terms for procurement of goods or services.

Qualifications:

- Undergraduate degree in Business or Finance
- Certification in Logistics/Supply Chain and Procurement from the Purchasing Management Association of Canada (PMAC)
- Membership in good standing with the Healthcare Supply Chain Network (HSCN)
- Eight (8) years of logistics and purchasing experience in an enterprise environment (healthcare/hospital preferred).
- Five (5) years of progressive management and leadership experience.
- Three (3) years' experience dealing with the Broader Public Sector (BPS) procurement and contract management
- Strong financial analysis, cost management, warehouse and Just-In-Time (JIT) supplies management.
- Critical thinking and prioritization skills required.
- Excellent organizational skills with the ability to set priorities, solve problems with evidence-based decision making practices and resolve conflicts in a timely and efficient manner.
- Excellent interpersonal and organization skills with an ability to set priorities and meet deadlines.
- Basic computer skills required.
- Excellent attendance and discipline free record required.

Please be advised that in order to be eligible for employment at Humber River Hospital, all new hires must have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); AND have received the final dose of the COVID-19 vaccine at least 14 days prior to the hired employee's first date of employment. Medical exemptions or any other kind of requested exemption based upon the Hospital's obligations pursuant to the Ontario Human Rights Code will be considered on a case-by-case basis.

Why Humber? Why Now?

Humber River Hospital is on an exciting transformation journey of redefining patient care, as we leverage the most advanced technologies to enhance all aspects of delivering high-quality, safe care. We continue to build a people-centered workplace with excellent staff and physician

engagement by hiring passionate, diverse and inclusive healthcare professionals. People who care and encompass our values of *Compassion, Professionalism* and *Respect*. People who are committed to making a positive difference.

We are a **Huron Consulting** hospital, focused on building our evidence-based leadership practice and hardwiring a culture that WOWs.

Humber River Hospital is a member of the **Toronto Academic Health Science Network (TAHSN)**, which is a dynamic network of academic health organizations providing leading edge research, teaching and clinical care.

We have collaborated with TAHSN member institutions in addressing the challenges of the COVID-19 pandemic. Our membership in TAHSN supports our strategic pillar of advancing Humber River Hospital as a community academic hospital.

Humber River Hospital was the recipient of the **2021 Excellence in Patient Safety Award** by the Canadian College of Health Leaders. This award recognizes teams that are committed to improving patient safety within a healthcare environment, through leadership, innovation, culture, and best practises.

Why? Because at Humber River Hospital, we know it is our people and our ability to innovate that allows us to consistently deliver a great patient experience and the best quality outcomes. After all, we are the hospital that believes **exceptional care...healthier community**.

This description has been designed to indicate the general nature and level of work performed by the employee within this position. However, the actual responsibilities, duties, qualifications and experience may vary. Employee may perform other related duties as required to meet the ongoing needs of the organization. Information contained in this job posting/description is subject to change.

Humber River Hospital is committed to inclusion and diversity. We believe that diversity drives our culture of innovation. By bringing together a variety of different perspectives, it fuels our creative thinking, generates new ideas and creates solutions designed to address tomorrow's healthcare challenges today. We take pride in providing professional development and career advancement opportunities for our employees including minorities, women, veterans and individuals with physical and developmental disabilities. We also provide accommodation to applicants and all of our employees - from hire to retire.

Let us know what we can do to help you be successful during your recruitment experience at Humber River Hospital.

TO APPLY: Please submit your application directly to the posting on our careers page.

[Director of Logistics, Purchasing and Mail Room Services in Greater Toronto Area, Ontario | Careers at CA-ON-Greater Toronto Area \(icims.com\)](#)