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VACANCY NUMBER: 0000027978MP

JOB TITLE: CONTRACTS ANALYST, FT
STATUS: FULL TIME
DEPARTMENT: STRATEGIC SOURCING
LOCATION: GREATER NIAGARA GENERAL SITE
HOURS OF WORK: 75 HOURS PER PAY PERIOD

POSTING DATE: 03 May 2022
CLOSING DATE: 09 May 2022

UNION: NON UNION
WAGE RANGE: \$33.536 to \$37.943

POSITION OBJECTIVE:

The Contracts Analyst reporting to the Director Strategic Sourcing and Logistics, this position will work collaboratively with Senior Procurement Coordinators and Purchasing/Logistics Analysts. The day-to-day work responsibilities of this position are self-managed to ensure Shared Services and Niagara Health local contracts are in place to meet schedules and end user requirements while complying with federal and provincial procurement legislation.

QUALIFICATIONS:

- " Completion of Business Management diploma or equivalent is preferred
- " 5+ years progressive strategic sourcing experience within in health care sector, hospital environment is required
- " Possess or actively working towards professional designation Certified Supply Chain Management Professional (CSCMP) is preferred
- " Proven experience demonstrating lead accountability towards project success
- " Demonstrated experience as a self-starter and ability to identify, plan and complete work assignments with minimum supervision.
- " Demonstrated ability to handle a large and diversified workload with often rapidly changing priorities and challenging deadlines
- " Demonstrated understanding of federal and provincial procurement legislation is required
- " Demonstrated solid analytical skills (financial and operational) and interpretation of results
- " Demonstrated sound, critical and analytical thinking, judgment and decision making, and presentation skills
- " Demonstrated excellence in customer service, time management, communication, conflict resolution and team building
- " Demonstrated full proficiency with Microsoft Access, Excel, Office, Power Point and Word
- " Proven experience demonstrating ability to act a change agent
- " Working knowledge of Enterprise Resource Planning (ERP)and Healthcare Information System (HIS)
- " Vaccines (COVID-19 and others) are a new hire requirement of the job unless you have an exemption based on medical or on a ground pursuant to the Ontario Human Rights Code Vaccines (COVID-19 and others) are a new hire requirement of the job unless you have an exemption based on medical or on a ground pursuant to the Ontario Human Rights Code

Recruitment Specialist: Marissa Panucci

Application Instructions

Thank you for your interest in Strategic Sourcing at Niagara Health System. Please follow the steps below to apply:

1. Visit <https://careers.niagarahealth.on.ca/erecruit/>
2. Select “Non Union”, or search by “Key Words”
3. Select position.
4. “Apply for Job”
5. Register a new account with Niagara Health.
6. Complete the application, including your resume and cover letter.

If you have any questions, please contact Marissa.Panucci@niagarahealth.on.ca.

Thank you,

Marissa Panucci (she/her), Workforce Planning & Recruitment Specialist

marissa.panucci@niagarahealth.on.ca

905-378-4647 x32242 | Fax: 905-732-1612

WFH extension: 29988

65 Third Street, Welland, ON, L3B 4W6

