



VACANCY NUMBER: 0000027980MP

JOB TITLE: SOURCING ANALYST, TFT
STATUS: TEMPORARY FULL TIME
DEPARTMENT: STRATEGIC SOURCING
LOCATION: GREATER NIAGARA GENERAL SITE
HOURS OF WORK: 75 HOURS PER PAY PERIOD
DURATION: 24 MONTHS

UNION: NON UNION
WAGE RANGE: 30.858 TO 34.913

POSITION OBJECTIVE:

Reporting to the Regional Director Strategic Sourcing and Logistics (SS&L) the Sourcing Analyst will work collaboratively with the SS&L staff to meet Strategic Sourcing initiatives. The successful incumbent will have responsibility for supply chain analysis and support to the Procurement Co-coordinators in the all competitive procurement processes. These activities will provide continuous improvement in the effectiveness and efficiency of the material resources. This job function is managed in accordance with the department policies and procedures as well as those policies and procedures that govern Niagara Health.

The position will be responsible for:

- o Perform and interpret spend analysis, supply market analysis, percent of business and product usage reports
- o Complete contract value analysis and reporting on cost savings, other savings and benefits
- o Implement Mohawk Medbuy (MMC) or Plexus contract conversions as well as contract extensions, additions, changes
- o Identify opportunities towards the standardization of products/services and best value
- o Locate alternate sources of supply for substitute products
- o Assist in development and analysis of RFP stakeholders' requirements and specifications
- o Administer the electronic systems applications inclusive of MMC, Niagara Health, Ministry of Health and external vendors

QUALIFICATIONS:

- o Graduate of a three (3) year Business Administration Diploma is preferred or an equivalent program.
- o Enrollment and actively working towards the designation of Certified Supply Chain Management Professional (CSCMP) or Enrollment in Business Analytics Certificate is preferred
- o Minimum of three years related purchasing or finance experience, preferably within a Health Care/Hospital environment.
- o Demonstrated solid data management and analytical skills.
- o Experience in financial analysis and interpretation of results.
- o Demonstrated full proficiency with Microsoft Office Access, Excel, Power Point and Word is essential.
- o Working knowledge and understanding of the BPS Procurement Directive and trade agreements such CETA and CFTA.
- o Working knowledge of hospital operations, hospital information systems, contracting, inventory management and the RFP process.
- o Demonstrated experience as a self-starter and ability to identify, plan and complete work assignments with minimum supervision.
- o Demonstrated ability to handle a large and diversified workload with often rapidly changing priorities and challenging deadlines.
- o Excellent organizational, interpersonal, communication, judgment and decision-making skills.
- o Demonstrated excellent customer service skills.
- o Consistent and regular attendance required.
- o 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**

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