



WHY JOIN US?



POSITION TITLE	Manager, Procurement & Materials Management	SHIFT TYPE	Monday-Friday
DEPT/PROGRAM	Procurement & Materials Management	JOB CLASS	MG009
EMPLOYMENT TYPE	Full Time Permanent	EMPLOYEE GROUP	Management
WORK SCHEDULE	75 hours bi-weekly	SALARY	\$63.31-\$74.48 per hour
VACANCY TYPE	Existing Vacancy Open	POSTING DATE	October 6, 2026
HYBRID ELIGIBLE	Yes	OPEN POSITIONS	1

Waypoint Centre for Mental Health Care is a 321-bed academic and teaching hospital that provides specialized mental health, addiction and geriatric care. Located on the shores of Georgian Bay, we serve some of the most complex and disadvantaged individuals in Ontario and are the sole provider of high-secure forensic mental health services in the province.

The VP, Corporate Services and Chief Financial Officer is currently seeking to fill the position of Manager, Procurement & Materials Management. The purpose of the position is to drive execution of the hospital's procurement, strategic sourcing, contract management, supplier and spend management, asset and inventory management, and supply chain strategies. The position guides and assesses procurement performance and health and leads the development, implementation and evaluation of all hospital procurement activities and supply chain functions.

Please Note: This position offers a hybrid work environment consisting of in-office and remote work. Office location is 55 Church Street, Penetanguishene, ON.

For information about funding incentives for nurses, our enhanced employee referral program, housing, orientation and other employment-related information please follow this link to our employment web page. <https://www.waypointcentre.ca/get-involved/join-our-team>

KEY ACCOUNTABILITIES:

- Develop, lead and execute procurement, strategic sourcing and supply chain strategies that drive hospital performance and support quality care; advance initiatives that facilitate innovation, efficiency and sustainable performance in a complex cross-functional environment.
- Lead change initiatives to meet organizational goals at the inter-organizational, Corporate and Department levels based on the overall hospital Strategic Plan, Enabling Plan/Operational Priorities and objectives.

- Provide procurement leadership and advice to hospital leaders ensuring that the results of the evaluation are used for further development and maintenance of performance.
- Develop, lead and maintain strategic vendor relations that deliver consistent high quality and innovative performance.
- Operational and strategic liaison between key stakeholders and contracted services providers, supporting the creation and management of effective contract governance mechanisms.
- Provide risk management advice to ensure mitigation strategies are in place to ensure business continuity and long-term supply of critical materials and services.
- Lead the development, implementation and monitoring of annual departmental budget.
- Provide expert advice to key internal and external stakeholders in relation to procurement and supply chain strategies.
- Provide direction, leadership and advice to team members; evaluate team performance and providing appropriate resources and interventions for team building and conflict resolution; developing and maintaining positive labour relations.
- Promote and implement Continuous Quality Improvement principles and practices within service delivery; support and encourage discipline specific and peer review initiatives which maintain and promote professional standards and practices; leads redesign and restructuring initiatives, including adoption of best practices.
- Communicate effectively with all hospital leaders, programs/departments and committees, providing expert guidance and advice.

REQUIREMENTS/QUALIFICATIONS:

- Bachelor's Degree in a related field required
- Master's Degree in a related field preferred
- Professional designation from a recognized procurement association
- Minimum 5-7 years of progressive leadership experience
- Extensive knowledge and experience of procurement, supply chain and asset management principles, insurance industry, contract law and business management theories.
- Extensive knowledge of procurement, logistics and inventory management and related concepts to support integrity of the hospital's resources and mitigate risk.
- Knowledge of leadership, project management, organizational methods, and human resources management.
- Extensive knowledge of the hospital's insurance policy, provincial procurement guidelines and reporting standards.
- Excellent analytical, problem recognition and problem-solving skills to effectively steward the hospital's procurement and inventory management systems, effectively lead quality improvement and change initiatives.
- Excellent decision-making skills to form and defend independent judgments.
- Knowledge of the principles, practices and methods used in public purchasing and supply chain management; strong financial, conceptual and analytical skills.
- Proven ability to adapt readily to change and reflects an optimistic and positive attitude
- Models and promotes core ethical practice, Waypoint Values (Caring, Respect, Accountability, Innovation).
- Preference for proficiency in French/English language skills.

WHAT WE OFFER:

- A comprehensive and generous benefit plan including dental coverage, paid holidays, paid vacation days, sick days and extended health benefits
- Participation in the Health Care of Ontario Pension Plan (HOOPP)
- Professional development and mentorship opportunities
- Relocation support program for eligible staff
- Access to Waypoint's Employee & Family Assistance Program (EFAP)

HOW DO I APPLY?

Waypoint employees apply through the Employee Self-Service portal at <https://employees.waypointcentre.ca> and external applicants apply to [Join our Team, Career Opportunities | Waypoint](#) by close of business (4:00 pm) on October 16, 2026, quoting Job ID WC26-268. Attach your cover letter and resume detailing why you are interested in this opportunity and how you meet the qualifications and key accountabilities specified. Waypoint does not use artificial intelligence (AI) to screen, assess, or select applicants.

We are committed to diversity in the workplace and workplace well-being. As such, applications from individuals from diverse backgrounds such as First Nations, Inuit, Métis, members of a visible minority group, those with lived experience of mental health problems or illnesses, as well as people with disabilities are welcomed and encouraged. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Waypoint is on the traditional territory of the Anishinabek, which include the Odawa, Ojibwe and Pottawatomi Nations, collectively known as the Three Fires Confederacy, the Haudenosaunee (6 nations/Mohawk of the Wahta Community), Huron, Wendat and Métis. We acknowledge and affirm our commitment to improving relationships between nations and to improving equity for Indigenous communities residing in the central north region of Ontario.