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## Procurement Coordinator

*Permanent Full-time*

### Blanche River Health Offers:

- EAP program, 'perks' program.
- A commitment to professional and personal development including an Education Bursary program.
- A commitment to employee Wellness including work-life balance
- A commitment to a diverse, supportive and equitable workplace
- A commitment to a culture of safety and of mutual respect that is free from discrimination and harassment

### Compensation & Benefits Information

- Rate of pay: Between \$29.50 to \$42.52
- Eligibility to enroll in the HEALTHCARE OF ONTARIO PENSION PLAN (HOOPP). Click on the link provided for more information - <https://hoopp.com/>
- Paid vacation & benefits coverage (extended health care, dental, sick pay, life insurance)

### Job Summary:

Reporting to the Manager, Accounting, the Procurement Coordinator is responsible for the efficient provision of purchasing and material management in accordance with recognized standards and administrative policies. Devise, develop and adapt operational methods and techniques to provide maximum efficiency within budget allowances. The Procurement Coordinator is responsible for purchasing, receiving, storing, controlling, and distribution of all hospital supplies including internally processed supplies with the exception of pharmaceuticals. Researching and sourcing of equipment, supplies and services and obtaining price quotations, maximizing cost benefit, maintaining records of vendor contracts and performance are all requirements of this role. The Procurement Coordinator is also responsible for hospital wide WHMIS administration and being knowledgeable in the transportation, storage of and safe handling of hazardous goods and materials.

#### Kirkland Lake site

145 Government Rd E  
Kirkland Lake, ON P2N 3P4  
(705) 567-5251

#### Englehart site

61 Fifth St  
Englehart, ON P0J 1H0  
(705) 544-2301



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Blanche River Health



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[blancheriverhealth.ca](http://blancheriverhealth.ca)



## Requirements:

- Graduate of university or community college, with business oriented courses including purchasing.
- Membership in the Ontario Buyers Association or Purchasing Managers Association of Canada professional development program or willing to enrol.
- Suitable purchasing experience required.
- Sound knowledge of the Broader Public Sector Procurement, health care systems and operations of hospitals preferred.
- Familiarity with the medical products industry.
- Experience using Meditech Inventory Control Module.
- Bilingualism in French and English is preferred.

**Please submit your resume by July 31, 2025 to Human Resources;**

[careers@blancheriverhealth.ca](mailto:careers@blancheriverhealth.ca)

*Only qualified candidates will be contacted for an interview. Blanche River Health is an equal opportunity employer. We welcome and encourage applications from people with disabilities.*

*Accommodations are available on request for candidates taking part in all aspects of the selection process.*

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