



## Purchasing Coordinator

To be considered for this opportunity applicants must apply during the posting period. All internal and external applicants may **ONLY** apply via *the Careers website, (Requisition ID 96695)*

<https://www.hamiltonhealthsciences.ca/careers/>

### **Description**

Reporting to the Procurement Manager, the Procurement Coordinator will be responsible for the procurement of goods and services within the guidelines of the Broader Public Sector (BPS) Procurement Directive. This role will also be responsible for the planning, development, implementation and management of the key procurement strategies that includes the creation and evaluation of formal request for proposals, negotiating contracts, contract management and seeking out new opportunities to support HHS' strategic plan. The Department is responsible for approximately \$250 million in spend annually on goods and services that support clinical, administrative, information technology, facilities and maintenance, at multiple HHS sites and for multiple end users.

This position will be expected to support Clinical and Medical Capital portfolios, with these client groups being subject to change.

The Procurement Coordinator is responsible for:

- Preparing RFX documents (RFP, RFQ, RFI etc.) in compliance with the BPS Directives and including Canadian Bidding Law and Contract Law.
- Maintaining compliance with all internally and externally mandated policies and audit requirements, as well as all internal signing authority policies and procedures.
- Facilitate and coordinate the day-to-day procurements within a commodity team, consisting of a Contract Analyst and a Purchasing Clerk.
- Price and contract negotiations and is expected to support standardization and quality product selection with the end users.
- Providing procurement consultative services to the Hospital end users; including contract management, vendor management, vendor performance appraisals and liaison with GPO's (Medbuy), SSO's (MSCS) and other outside interests.
- Overseeing the accurate maintenance of all Purchasing Databases' and Systems.
- Experience in Public Procurement for the Healthcare sector is preferred along with formal proposal document development and contract writing.
- Regular status updates and project monitor will also be requirements.

### **Qualifications**

1. Degree in Business Administration, Commerce, Finance or related field
2. Minimum of five years work experience in a related field, preferably including procurement experience in a large, complex organization
3. Demonstrated leadership ability and strong interpersonal skills
4. Demonstrated ability to expedite the decision-making process using value analysis techniques
5. Demonstrated excellence in communication, team building, and the ability to initiate and model positive change
6. PC proficiency and knowledge of spreadsheet, database, project management and word-processing software applications to access/analyze financial data, and to prepare reports and correspondence
7. Excellent skills in work organization and operating under pressure

As a condition of employment, you are required to submit proof of full COVID-19 vaccination to Employee Health Services.

### **Schedule Work Hours**

Monday to Friday, Days

37.5 Hours per Week

### **Salary**

Minimum Salary \$40.90 Hourly

Maximum Salary \$52.43 Hourly

### **EEO Statement**

Hamilton Health Sciences fosters a culture of patient and staff safety, whereby all employees are guided by our Mission, Vision, Values, and Values Based Code of Conduct. Hamilton Health Sciences is a teaching hospital and all staff and physicians are expected to support students and other learners.

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Hamilton Health Sciences is an equal opportunity employer and we will accommodate any needs under the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Hiring processes will be modified to remove barriers to accommodate those with disabilities, if requested. Should any applicant require accommodation through the application processes, please contact HR Services at 905-521-2100, Ext. 46947 for assistance. If the applicant requires a specific accommodation because of a disability during an interview, the applicant will need to advise the hiring manager when scheduling the interview and the appropriate accommodations can be made.

This competition is open to all qualified applicants, however, qualified internal applicants will be considered first. Past performance will be considered as part of the selection process. If you are a previous employee of Hamilton Health Sciences, please note: the circumstances around an employee's exit will be considered prior to an offer of employment

Proficiency in both Official Languages, French and English, is considered an asset

If this position is temporary, selection for this position will be as per the outlined Collective Agreements:

Article 30 (k), CUPE Collective Agreement

Article 10.7 (d), ONA Collective Agreement

Article 13.01 (b) (ii), OPSEU 273 Collective Agreement

Article 14.04, OPSEU 209 Collective Agreement

Article 2.07 and Article 13, PIPSC RT Collective Agreement