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**Posting #:** 2019-58-0815  
**Position:** SCM Database Coordinator (2) – Temporary Full Time – 12 months  
**Department:** Business Intelligence, Decision Support  
**Location:** Burlington, Ontario  
**Posted:** August 15, 2019  
**Deadline:** Open until filled - *Internal application deadline August 22<sup>nd</sup>, 2019*

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The Trillium Health Partners (formally known as The Credit Valley Hospital and Trillium Health Centre), Halton Healthcare Services, and William Osler Health System own and operate Shared Services West (SSW). Since 2001, SSW's mandate has been to leverage co-ordinated sourcing to provide best value, improve quality of service, and ultimately, to facilitate the reallocation of resources to direct patient care. In 2009, SSW took on all sourcing, logistics and purchasing for the three hospital groups. Since then, SSW signed on eight new hospital customers.

The three pillars of SSW's new strategic plan are building **brand** and reputation, enhancing **integration** and **growing** smartly. The Plan includes strengthening SSW's profile in the industry, an enhanced leadership role, expansion of processes, data management and analytical capability, as well as expanding both the scope and extent of SSW's services to an increased customer base.

The Decision Support department consists of three teams: Master Data Management, Business Intelligence, and Business Integration & Optimization. Decision Support aims to leverage available data throughout the procurement lifecycle to understand and navigate risk, uncover latent value, and highlight areas for improvement. Decision Support is responsible for external hospital materials management data as well as internal procurement databases. This includes data stewardship, report development, and report automation to provide internal and hospital decision makers with trusted insights for tactical and strategic planning.

#### **JOB SUMMARY:**

Reporting to the Manager of Business Intelligence, the SCM Database Coordinator will provide analytical and reporting support for internal business units and external hospital stakeholders. The SCM Database Coordinator will be responsible for running scheduled and ad-hoc reporting utilizing internal and external data sources.

#### **PRIMARY RESPONSIBILITIES:**

The primary duties and responsibilities include, but are not limited to:

##### **Master Data Management**

- In consultation with the Data Management team and Business Analytics team, identifying and implementing operational processes to improve database management.
- Provide basic reports, statistics & metrics related to Items, Contracts, and Vendors.
- Facilitate data collection with vendors and operational groups to ensure system accuracy.

##### **Business Analytics**

- Assist with data analysis and technical reporting to support the entire supply chain function.
- Support collaborative work with internal and external customers to answer questions and offer guidance.
- Reviewing, improving, implementing and monitoring process improvements
- Assisting in analysis and preparing reports, as required by Senior Management

#### **POSITION REQUIREMENTS**

##### **Education:**

- Undergraduate degree in Business or related field, and/or equivalent work experience

**Work Experience**

- Minimum 1-3 years of working experience in a related area
- Experience in a healthcare environment is an asset

**Knowledge & Understanding**

- Basic understanding of the concepts of supply chain functions

**Technical Skills**

- Intermediate working knowledge of MS Excel
- SQL or database reporting considered an asset
- Candidates will be asked to complete a compulsory Excel test

**Personal Skills**

- A willingness to learn and a continuous improvement mindset.
- Able to deliver exceptional customer service to internal and external clients.
- Able to work autonomously and manage time efficiently.
- Strong attention to detail.
- Has the ability to communicate effectively with end-users and members of the team.
- Team player

**WORK ENVIRONMENT**

- Office location – Burlington, Ontario, Canada
- Office hours are generally 8:30 AM to 4:30 PM (with some flexibility), Monday to Friday
- Occasional travel will be required for the purpose of meeting with clients and stakeholders (in the GTA)
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

To apply, please email your resume to [careers@ssw.ca](mailto:careers@ssw.ca) indicating the **position title** and **posting #** in the subject line. As part of the initial recruitment process, selected candidates may be asked to complete a Job Feedback form. Please note that this does not guarantee advancement to the next step in the recruitment process.

We thank all applicants for their interest in Shared Services West. Only qualified candidates selected for interviews will be contacted. If contacted for an interview, please inform us should any accommodation be required.