

Posting #: 2020-07-0228
Position: Strategic Sourcing Specialist, Temporary Full Time (1 Year Contract)
Department: Strategic Sourcing, Redevelopment & Capital Planning
Location: Burlington, Ontario
Posted: June 22, 2020
Internal Deadline: July 1, 2020

DOES A HIGHER PURPOSE ORGANIZATION INSPIRE YOU?

Established in 2001, Shared Services West is a not-for-profit shared services organization with expertise in supply chain management, process optimization, and redevelopment planning. Working collaboratively with our stakeholders, we deliver cost-efficient services with a focus on innovative solutions.

As a company, we are built upon a family ethos. We are proud of our values and our culture, which are at the heart of our company. They set the standard for how we behave and work.

IS THIS YOU?

You are a Strategic Sourcing Specialist interested in growing your career and specializing in the healthcare industry. You are a reliable, energetic self-starter. You thrive in a fast-paced environment and enjoy working on multiple projects and having concurrent timelines.

THE ROLE AND PRIMARY RESPONSIBILITIES

The Strategic Sourcing Specialist (SSS) reports to the Senior Category Manager and is responsible for leading complex, high-profile sourcing initiatives in a portfolio to assist our clients in managing the overall value to their business. The SSS manages and leads the RFx processes for approved equipment, supplies and services. The SSS capitalizes on regional volumes to maximize value and fosters strong working relationships with internal customers and vendors.

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

Procurement

- Lead regional hospital teams through the RFx process, from start to contract execution.
- Liaison with affiliates representing SSW region members and customers on the affiliation or provincial projects to achieve better outcomes and greater value.
- Work with SSW affiliates to utilize standardized, effective and scalable processes to bring additional value to supply chain services available to health care providers.
- Facilitate outcome/value-based solutions with affiliates, vendors and suppliers, a direct impact on value and patient care.
- Negotiate, execute, and manage contracts.
- Analyze market opportunities and vendor qualifications.
- Facilitate vendor performance reviews in conjunction with hospital teams.
- Arrange equipment trials, site visits, and presentations based on qualification criteria.
- Facilitate equipment, product and service issue resolution with hospital teams and vendors, as required.
- Facilitate and lead meetings and presentations with senior hospital and vendor leadership.
- Work with the hospital end users, vendors, and legal counsel to finalize agreements.

Compliance

- Manage compliance with the Broader Public Sector Procurement Directives (BPSPD).

Reporting

- Report, track, and maintain internal documents.
- Track project timelines and actualize cost impact and additional value.
- Deliver ad hoc reports on an as-required basis.

POSITION REQUIREMENTS

Education

- College diploma in business or related field.
- University degree in Business is an asset.
- CSCMP or SCMA certification is an asset.

Work Experience

- 5-10 years strategically sourcing a combination of capital equipment, advisory services, and construction services, preferably in a healthcare or public sector environment.
- Autonomously managing BPSPD-compliant RFx processes from the start (specifications development) to finish (implementation).
- Leading large regional or provincial multi-disciplinary project teams.
- Negotiating high-value complex agreements with vendors.
- Facilitating 25+ projects, of various sizes, at one time.

Knowledge and understanding

- BPSPD, CETA, CFTA.
- MoHLTC-LHIN Joint Review framework for early capital development.
- Tendering and contract law.
- Vendor of Record Agreements.

Technical skills

- Strong computer skills required (Microsoft Office applications), including advanced Excel.
- Analytical ability, data analysis.
- Familiarity with online RFx posting sites (e.g. Bonfire, Biddingo).
- Project Management.
- Effective Business Writing.

Personal skills

- Accountability
- Time management
- Autonomy
- Results-oriented
- Authenticity
- Conflict resolution
- Change resilience

- Goal setting
- Decision making
- Innovative thinking
- Organization and prioritization
- Problem-solving
- Relationship building

WORK ENVIRONMENT

- Office location – Burlington, Ontario, Canada.
- Office hours are generally 8:30 AM to 4:30 PM (with some flexibility), Monday to Friday.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Travel (<10%) required for meetings with clients and stakeholders (in the GTA).

SSW Employees enjoy:

- Competitive compensation
- One of the top defined pension plans in Canada (Healthcare of Ontario Pension Plan-HOOPP)
- Employee and family assistance program
- Flexible environment
- Family-feel culture
- Pet-Friendly office

We are considered the leaders in shared services, with strong values and great family culture. Our culture is what our employees love the most. In fact, 89% recommend us to a friend. Come and find out why!

To apply, please email your resume to 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.