
File #: 2019-90-1018
Position: Strategic Sourcing Associate, Permanent Full Time (1)
Department: Strategic Sourcing – Capital Equipment
Location: SSW Office
Posted: October 18, 2019
Deadline: October 25, 2019

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.

JOB SUMMARY

The Strategic Sourcing Associate (SSA) reports to the Manager of Capital Equipment & Collaboration and is responsible for leading sourcing and contracting initiatives to assist clients in managing the overall cost impact to their business. The SSA manages basic to medium complexity RFx processes goods, services and capital equipment in the indirect spend portfolio and has strong analytical skills to properly assess hospital needs.

PRIMARY RESPONSIBILITIES

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

Procurement

- Manage procurement process to effectively purchase equipment, products and services at the best overall cost, consistent with satisfactory performance, quality and service.
- Develop and issue RFx documentation of basic to mid-level procurements, based on customer requirements.
- Proactively meet with end users to review approved equipment requests and upcoming contract expirations.
- Manage contract negotiations, amendments, and extensions in a timely manner.
- Gather and analyze supplier data and information to perform simple financial analysis and determine best value opportunities.
- Ensure that business relations with suppliers are conducted according to the ethical guidelines in accordance to the BPSPD directives.
- Manage transactions for equipment, product supply, and service agreements, which includes monitoring compliance of terms and conditions.
- Review equipment specifications and service requirements with customer groups through meetings and ongoing communication with suppliers in an effort to achieve the best value (cost, quality, delivery, warranty) for products and services.
- Provide timely communication of project status with internal and external customers and escalate issues to Manager as appropriate.
- Develop and maintain strong customer relationships.
- Coordinate and facilitate evaluations/ trials/ site visits when required.
- Maintain adequate department coverage to ensure departmental standards are upheld.
- Lead and coordinate project activities as required.

Compliance

- Managing compliance with the Broader Public Sector (BPS) Directives.
- Ensure the procurement process is followed according to existing hospital policies and procedures.

Reporting

- Reporting, tracking, and maintaining internal documents.
- Tracking project timelines and actualizing cost impact.
- Track and report cost savings, based on established guidelines.
- Enter data into the contracts tracking system and maintain accurate records (in line with BPS)

POSITION REQUIREMENTS**Education**

- College diploma in business, supply chain, or related field
- University degree in business is an asset
- Mediation/ negotiation training is an asset
- CSCMP, SCMA or PMP is an asset

Work Experience

- Minimum 2 years of sourcing experience, preferably in a healthcare environment

Knowledge and understanding

- BPS Directives
- MGS & OECM is an asset

Technical Skills

- Advanced computer skills required (Microsoft Office applications)
- Medium to Advanced excel skills
- Familiarity with online RFX posting sites (e.g. Biddingo, Bonfire)
- Project Management skills

Personal Skills

- Strong analytical and problem solving skills.
- Strong communication skills (written and oral), able to interface directly with others in a competent and confident manner.
- Strong interpersonal skills and ability to work with minimal supervision in a team environment.
- Proven ability to prioritize among multiple demands.
- Attention to detail.
- Ability to work collaboratively as part of an integrated team.

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

SSW EMPLOYEES ENJOY:

- Competitive compensation
- Group benefits package with Sun Life
- Generous vacation entitlement.
- One of the top pension plans in Ontario (Healthcare of Ontario Pension Plan-HOOPP).
- Employee & Family Assistance Program (EFAP).



- Flexible environment
- Family feel culture
- Summer hours.
- Tuition reimbursement
- Professional development opportunities.

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.