
File #: 2020-57-1109
Position: Strategic Sourcing Associate, Permanent Full Time
Department: Strategic Sourcing – Indirect Spend
Location: Burlington, Ontario
Posted: November 9, 2020
Deadline: November 16, 2020

DOES A HIGHER PURPOSE ORGANIZATION INSPIRE YOU?

If yes, come and experience a company that directly impacts patient care. Shared Services West (SSW) adds *Value* to our member hospitals and customers in support of Health Care Excellence by providing leadership in integrated and innovative service delivery.

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 represent 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 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.

PRIMARY RESPONSIBILITIES

The Strategic Sourcing Associate (SSA) reports to the Senior Category Manager, Indirect Spend 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 for approved capital equipment, goods, professional services and consulting initiatives in the **Facilities, Corporate and Environmental Services and IT categories**. The SSA has strong analytical and interpersonal skills to properly assess hospital needs and build partnerships.

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 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.
- Maintain accurate records (in line with BPS).

POSITION REQUIREMENTS**Education**

- College diploma in science, 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 1 year 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 – currently working remotely
- 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
- Dog-friendly office

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.