



Job Posting

Position: Sourcing Specialist (2 positions)
Department: Sourcing
Reports to: Senior Category Manager
Location: Corporate Office – Downtown Toronto
Status: Permanent – Full Time
Posting: PL_636

Plexxus serves a diverse group of hospitals consisting of specialty, community based, academic and research hospitals. Plexxus Member hospitals include: Holland Bloorview Kids Rehabilitation Hospital, Lakeridge Health, North York General, Sinai Health System, St. Joseph's Health Centre, Scarborough and Rouge Hospital, Sunnybrook Health Sciences Centre, Toronto East Health Network, University Health Network, and Women's College Hospital. Plexxus Customer hospitals include: Campbellford Memorial Hospital, Haliburton Highlands Health Services, Mackenzie Health, Markham Stouffville Hospital, Northumberland Hills Hospital, Peterborough Regional Health Centre, Ross Memorial Hospital, Royal Victoria Regional Health Centre, Southlake Regional Health Centre, and Stevenson Memorial Hospital.

Plexxus provides the following services to its hospitals:

- Transactional Services- distribution, in hospital logistics, purchasing, accounts payable, customer service, product support
- Strategic Services - sourcing, spend management, supplier management, contract management, innovation & strategic partnerships
- Support and Enablement Services - finance & corporate services, customer relationship management, information technology

The value proposition to Plexxus hospitals has three elements:

- Financial Value - *contribute* to offsetting increasing fiscal pressures by generating savings for our hospitals and managing the cost of our services
- Strategic Value - *enable* collaboration and future value creation by leveraging shared resources
- Operational Value - *support* the ability to focus on delivering patient care by providing excellent service

VISION: Plexxus is the leading shared service organization in Canadian healthcare.

MISSION: Plexxus relentlessly delivers value to its Members and Customers through service excellence.

VALUES: Excellence, Responsive, Accountable, Collaborative

We are recruiting two (2) Sourcing Specialists to work at our corporate head office in downtown Toronto with positions available in the following categories:

- 1 Sourcing Specialist for Labs/Research
- 1 Sourcing Specialist for DI/Labs



Job Posting

Accountabilities:

- Manage the RFx process for a variety of Clinical and non-clinical categories
- Execute strategies to enhance the relationship with internal customers and suppliers
- Negotiating contracts
- Establish and manage project timelines with internal customers and suppliers
- Identify new opportunities for cost savings or increased service levels
- Provide support to Sourcing team, and related stakeholders

Qualifications:

- Five to seven years' experience in a sourcing environment; three to five years contract negotiation experience
- Contract development and negotiation experience
- Broader Public Sector and Ontario Public Service Procurement Directives RFx experience considered an asset
- Demonstrated ability to organize, control and coordinate a variety of activities in a fast-paced, ever-changing environment
- Knowledge/experience in materials provisioning and understanding of business and legal issues
- Excellent communication skills with strong analytical abilities and mathematical aptitude
- Demonstrated experience in supplier relationship management and supplier qualification
- Proven team player with ability to multitask
- Healthcare procurement experience an asset
- Experience with MS Word, Excel, PowerPoint and Contract Management software.
- Previous SAP experience an asset
- Post secondary education or equivalent combination of education and experience; CSCMP certification completed or in progress is an asset

Core Competencies

- **Strategic Business Thinking** – ability to understand business implications of decisions and to improve company performance
- **Customer Focus** – genuine desire to meet customer needs and expectations, and to teach others to do the same
- **Relationship Building** – works to build or maintain effective relationships with internal and external stakeholders whose cooperation is important to present or future success
- **Self Confidence**
- **Organizational Commitment** – ability and willingness to align one's own behavior with the needs, beliefs and values of the organization
- **Flexibility** – genuine desire to be flexible and accepting of change
- **Teamwork** – works collaboratively with others within a team or with colleagues to achieve common objectives
- **Listening, Understanding and Responding** – the ability to interact effectively with other individuals and groups, including the ability to listen, comprehend and respond accordingly and thoughtfully.

Interested candidates please apply by resume to Plexxus Human Resources at careers@plexxus.ca. While Plexxus thanks all applicants, we advise only those who qualify for an interview will be contacted.

Plexxus is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Posting Date: May 2018

Closing Date: June 2018