



Job Posting

Position: Sourcing Specialist
Department: Sourcing
Reports to: Senior Category Manager
Location: Corporate Head Office, downtown Toronto
Status: Permanent – Full Time
Posting: PL_648

Plexxus is a not-for-profit shared services organization which provides value added services to its Member and Customer hospitals.

Plexxus provides Transactional (Distribution, Logistics, Purchasing, Product Support, Accounts Payable), Strategic (Sourcing, Spend Management, Supplier Management, Contract Management, Innovation & Strategic Partnerships) and Support and Enablement (Information Technology, Data Governance & Management, Customer Relationship Management, Corporate Services) services.

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

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.

We are currently recruiting for a Sourcing Specialist to work at our corporate head office in downtown Toronto and be broadly responsible for the following:

Accountabilities:

- Manage the RFX process for IT and professional procurement. Includes procurement for IT solutions (i.e. software, hardware, telecommunications, IT consulting and contingent staffing/contract workers) and non-IT professional services/consulting.
- 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
- Maintain timely and accurate reporting of the progress of RFX events in Plexxus reporting tool
- Support category management and vendor relationship management activities as required
- Provide support to Redevelopment/Infrastructure team, and related stakeholders as required

Qualifications:

- Five to seven years' experience in a sourcing environment; three to five years contract negotiation experience
- Minimum of three years' experience in strategic procurement in IT and or Professional Services categories



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- 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

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: July 12, 2018

Closing Date: July 26, 2018