



Job Description

Position: Contract Specialist
Department: Strategic Sourcing
Reports to: Manager, Strategic Sourcing
Location: Toronto
Status: Permanent full-time

Plexxus provides leading edge business support solutions to Ontario's health care sector. It is owned by 12 member hospitals: Bloorview Kids Rehab, Lakeridge Health, Mount Sinai, North York General, Rouge Valley Health System, St. Joseph's Health Centre, The Scarborough Hospital, Sunnybrook, Toronto East General, Toronto Rehab, University Health Network, and New Women's College Hospital.

Plexxus is a not-for-profit shared service organization with a mandate to provide supply chain as well as transactional finance, human resources and payroll services to member healthcare organizations. The objectives of Plexxus are to improve service levels and maximize non-clinical efficiencies, resulting in savings for members that can be reinvested in direct patient care. Plexxus embodies values that reflect a commitment to excellence. These include: A focus on results while delivering value, acting with integrity and respect, inspiring our people, being flexible and responsive, and finding innovative solutions for our customers.

We are searching for a Contract Specialist to work in our Toronto office. The Contract Specialist is broadly responsible for developing and issuing the following:

- Requests for Proposal and Requests for Quotation, and Requests for Information for supplies, capital equipment and services
- Negotiating contracts in conjunction with internal customers
- Executing and managing agreements, incorporating the principles of best value while exhibiting sensitivity to hospital objectives
- Identifying new opportunities for cost savings or increased service levels
- Developing key strategies to enhance relationships with suppliers and customers;
- Providing leadership and support to all team members and projects as required
- Representing Plexxus on multidisciplinary committees



Candidate Qualifications:

- Five to seven years' experience in a purchasing environment
- Three to five years contract negotiation experience
- Demonstrated negotiation skills
- Demonstrates a commitment to providing a high level of customer service, with an acute understanding of the customer and their needs; utilizes sound judgment and decision making
- Experience in administering terms and conditions of purchase orders and formal contracts
- Demonstrated ability to organize, control and coordinate a variety of activities in a fast-paced, ever-changing environment
- Knowledge and experience in materials provisioning and understanding of business and legal issues
- Excellent communication skills combined with excellent analytical abilities and mathematical aptitude
- Demonstrated experience in supplier relationship management and supplier qualification
- Proven team player
- Healthcare procurement experience
- Experience with MS Word, Excel, Contract Management software and Purchasing software
- Post secondary education or equivalent combination of education and experience
- CPP designation or working towards it

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
- **Organizational Awareness/Alignment** – ability to understand and manage the power relationships in Plexxus and in other organizations (e.g. Members, suppliers), including ability to define real decision makers
- **Relationship Building** – works to build or maintain effective relationships with internal and external stakeholders whose cooperation is important to present or future success
- **Impact and Influence** – ability to persuade or convince others through use of effective interpersonal, communications, negotiations and presentation skills
- **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

How to apply: All interested candidates may send a resume and cover letter to careers@plexxus.ca . Plexxus thanks all applicants, however only those who qualify for an interview will be contacted.

At Plexxus, we are committed to diversity and equitable opportunity for all individuals.