



## Job Posting

**Position:** Contract Specialist – Hospital Operations (Non Medical Products & Services)  
**Department:** Sourcing & Contract Management  
**Reports to:** Sourcing & Contract Manager, Hospital Operations  
**Location:** Corporate Head Office, Downtown Toronto  
**Status:** Permanent full-time  
**Posting:** 330

Plexxus provides leading edge business support solutions to Ontario's health care sector, and is owned by 11 member hospitals: Holland Bloorview Kids Rehab, Lakeridge Health, Mount Sinai, North York General, Rouge Valley Health System, St. Joseph's Health Centre, The Scarborough Hospital, Sunnybrook Health Sciences, Toronto East General, University Health Network with Toronto Rehab, and 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. Plexxus is now positioned to enable efficiencies by implementing SAP financial and supply chain software applications at Plexxus and our member hospitals. The implementation of an SAP platform across our member hospitals will enable us to also provide additional transactional services in the areas of finance, human resources and payroll services. The objectives of Plexxus are to deliver service excellence and maximize non-clinical efficiencies, resulting in savings for our 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 recruiting for a Contract Specialist to work at our corporate head office in downtown Toronto and be responsible for the following:

### Accountabilities:

- Develop Requests for Proposals, Requests for Quotations, and Requests for Information for non medical products and services
- Develop implementation strategies with internal customers and suppliers and ensure seamless integration of these strategies
- Negotiate contracts in conjunction with internal customers
- Establish and manage project timelines with internal customers and suppliers
- Execute and manage agreements, incorporating the principles of best value while exhibiting sensitivity to hospital objectives
- Identify new opportunities for cost savings or increased service levels
- Develop key strategies to enhance relationships with suppliers and customers;
- Provide leadership and support to all team members and projects as required
- Represent Plexxus on multidisciplinary committees

### Qualifications:

- Five to seven years' experience in a sourcing environment
- Three to five years contract negotiation experience
- Demonstrated negotiation skills



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- Demonstrated 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 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/experience in materials provisioning and understanding of business and legal issues
- Excellent communication skills with excellent analytical abilities and mathematical aptitude
- Demonstrated experience in supplier relationship management and supplier qualification
- Proven team player with ability to multitask
- Healthcare procurement experience
- Experience with MS Word, Excel, Power Point and Contract Management software.
- Previous SAP experience an asset
- Post secondary education or equivalent combination of education and experience
- CSCMP designation completed or in progress

### 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

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

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

**Posting Date: February 2, 2012**

**Closing Date: February 16, 2012**