



JOB POSTING

Position: Contract Specialist
Department: Purchasing and Contract Management
Reports to: Manager, Logistics & Purchasing North York General Hospital
Location: North York General Hospital
Status: Permanent full-time
Posting: 315

Plexxus provides leading edge business support solutions to Ontario's health care sector. It is owned by 12 member hospitals: Holland Bloorview Kids Rehab, Lakeridge Health, Mount Sinai Hospital, North York General Hospital, Rouge Valley Health System, St. Joseph's Health Centre, The Scarborough Hospital, Sunnybrook Health Sciences Centre, Toronto East General Hospital, Toronto Rehab, University Health Network, 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. The Plexxus objectives 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 recruiting for a Contract Specialist to work at our North York General Hospital location.

Accountabilities:

- Develop Requests for Proposal, Requests for Quotation, and Requests for Information for supplies, equipment and services
- Timely negotiation of contracts and renewals in conjunction with internal customers
- Maintenance of the contract management system as a central repository for all contracts
- Customer relationship management – deliver to defined service level commitments
- Execute and manage agreements, incorporating the principles of best value while exhibiting sensitivity to hospital objectives and following the BPS Supply Chain Directive
- Ongoing contract life cycle management
- Identify new opportunities for cost savings and /or increased service levels
- Develop key strategies to manage and enhance relationships with suppliers and customers
- Participate in Supplier Management
- Provide leadership and support to all internal team members and projects as required, including working relationships with on-site Purchasing Transaction Team and Corporate Strategic Sourcing Team
- Represent Plexxus on multidisciplinary committees, including participation in Product, Equipment, and Service Standardization projects and sub-committees



JOB POSTING

Qualifications:

- Minimum five to seven years' experience in a procurement role, including demonstrated contract management and negotiation experience
- Broader public sector and/or healthcare experience an asset
- Solid experience working within a defined sourcing process/methodology
- Proven ability to build and maintain relationships with internal and external stakeholders
- Demonstrated commitment to providing a high level of customer service, with an acute understanding of the customer and their needs; utilize sound judgment and decision making
- Experience in administering terms and conditions of purchase orders and contracts
- Demonstrated project management skills; ability to organize, control and coordinate a variety of activities in a fast-paced, ever-changing environment
- Ability to manage multiple projects concurrently
- Ability to prioritize workload, manage unexpected occurrences and at the same time manage deadlines
- Knowledge and experience in materials provisioning and understanding of business and legal issues
- Excellent communication skills combined with strong analytical abilities and mathematical aptitude
- Demonstrated experience in supplier relationship management and supplier qualification
- Proven team player
- Proficiency with MS Word, Excel, Contract Management software
- Post secondary education or equivalent combination of education and experience; SCMP/ CPP designation 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
- **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** - ability to effectively lead projects involving stakeholders with differing priorities and agendas, and be able to convey the value Plexxus brings to the table
- **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. 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.