



POSITION: REGULAR FULL TIME MANAGER OF PROCUREMENT & MATERIALS
MANAGEMENT

DEPARTMENT: PURCHASING

POSTING DATE: APRIL, 2018

Position Summary: Reporting to the Director of Finance, the Procurement Manager is responsible for the operation of effective and efficient delivery of excellence in procurement services; including high quality and customer service. Through leadership and mentoring, the Procurement Manager promotes professional development of staff, students, and volunteers. The Procurement Manager guides and supports an interdisciplinary procurement team including Materials Management to ensure effective operation and delivery of procurement services. The Manager also oversees the external management contract for dietary that is led by an external manager overseeing BCHS staff

Primary Responsibilities:

- Strong commitment to patient and family center care and exceptional patient/family experiences
- Demonstrated people –center leadership capacity
- Highly effective interpersonal and communication skills
- Strong collaboration skills
- Strong knowledge of quality improvement, utilization, risk and financial management, collective agreements
- Ensure Compliance with BPS laws and trade agreement
- Manages the strategic sourcing procurement processes effectively utilizing lessons learned
- Facilitates sourcing activities related to project/initiatives such as the development of RFX documentation, evaluation and financial analysis.
- Oversight of Materials Management and Stores supervisor
- Holds self and others accountable for performance of duties

Qualifications:

- Professional designation: PMAC , CPP, SCMP or OPB or equivalent
- Degree in Business Administration
- 8 + years progressive strategic sourcing experience with multi-stakeholders in public sector environment
- Healthcare Purchasing experience preferred
- Knowledge of public purchasing legal requirements, principles and ethical code of conduct
- Knowledge of Lean Six Sigma, e-commerce, strategic processes.

- Negotiation, active listening, critical thinking, analytical thinking, judgement and decision making, reading comprehension, project management, financial analysis, Time Management, presentation and operational analysis skills required

People –Centre Leadership Characteristics

- Humility
- Compassion
- Authenticity
- Inspirational
- Relationship-oriented
- Emotionally intelligent

Culture Aligned to People-Centred Leadership

- Team-based
- Engagement and empowerment
- Decentralized decisions
- Accountability
- Collaboration/partnerships
- Openness/transparency
- Tapping into collective wisdom of staff
- Compassion and empathy
- Patient/family needs central to all decisions
- Supportive learning environment

Safety (patient, worker & workplace) is a BCHS Corporate Priority. The successful applicant will demonstrate good stewardship in the identification, reporting and mitigation of unsafe acts or conditions

The position requires the ability to remain calm and effective in stressful situations, meet deadlines and work well under pressure. Concentration is required to perform duties accurately and safely in a high activity environment.

Primary responsibilities also include:

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The Brant Community Healthcare System is an equal opportunity employer. In order to ensure equal opportunities during the recruitment and selection process, Brant Community Healthcare System provides accommodations for applicants with disabilities upon request.

To submit your application, please forward your cover letter and resume to humanresources@bchsys.org