

JOIN THE NBRHC TEAM!

Permanent Full-Time Manager, Purchasing & Materiel Management NBRHC – North Bay Campus

Reporting to the Director, Facilities the incumbent is responsible for the overall leadership, management, training, operation and coordination of hospital procurement, materiel management, and contracts. The position requires a highly versatile, organized, energized, and self-motivated individual with excellent business acumen who can work independently, and adjust quickly in a fast-paced environment. The ideal candidate will have excellent verbal, written, and negotiating skills.

Other responsibilities include:

- Ensures hospital's procurement practices, activities and reporting requirements are consistent and in accordance with the Broader Public Sector (BPS) Procurement Directives and legislated trade agreements.
- Actively review, analyse and implement cost saving initiatives and process improvements to achieve best value and efficiency of hospital's supply chain operations.
- Participate in the development of the hospital's multi-year capital plan, coordinating the procurement of capital goods and equipment.
- Create, review and assist with RFX bid process.
- Responsible for vendor relationship management.
- Develops, prioritizes, and manages the operating budgets, monitors funds and tracks expenditures in accordance with established policies and procedures.
- Key hospital contact for Shared Services Organizations (SSO) and Group Purchasing Organizations (GPO).
- Directs hospital's central stores (materiel management) logistics.
- Oversees the procurement, inventory management, and distribution of goods and supplies required for patient care.
- Manage transportation and delivery of supplies to various departments across the organization.
- Oversees the hospital's fleet, ensuring regulatory compliance, maintenance and schedules to support the safe and effective operation of the hospital's fleet.
- Human resource management, recruiting and training employees, planning, assigning and directing work, appraising performance, addressing complaints and dispute resolution.
- Create and update departmental policies and standard operating procedures.
- Address all health & safety issues, & incident reports.

Qualifications Include:

- Degree in Business Administration or Finance. A combination of experience and education from an accredited college may be considered.
- Certified Supply Chain Management Professional (CSCMP) designation or equivalent required.
- Progressive management experience in a unionized, healthcare environment required.
- Extensive knowledge in public sector procurement, Broader Public Sector Directives, all applicable trade agreements, supply chain management, general business law and contract law.
- Strong ability to negotiate effectively with integrity, and resolve conflict.
- Strong ability to execute complex tasks simultaneously and ensure on-time completion of RFX and contracts.
- Proficient in contract lifecycle management, development, contract standards and contract language.
- Demonstrated leadership, change management, problem solving, critical thinking, conflict resolution, team building, and communication skills are essential.
- Experience in coordinating institutional efforts to achieve accreditation status and meet the standards of the required organizational practices.
- Demonstrated commitment to ensure the safety of fellow workers, patients, volunteers, and visitors.
- Ability to support and contribute to a culture of safety and prevention of adverse health events in our organization required.
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook.
- Knowledge of Meditech Expanse and GHX preferred.
- Good attendance and work record required
- Bilingualism (English/French) is an asset

Criminal Reference Check including the Vulnerable Sector Check recent within six (6) months is a requirement

Interested candidates are asked to submit their cover letter and resume to:

careers@nbrhc.on.ca quoting file **NU C-24-45**

The posting will remain open until the positions are filled.

Please note these postings are subject to change without notice. An acknowledgement will be sent only to those candidates who will be interviewed.

THE ORGANIZATION

North Bay Regional Health Centre (NBRHC) is a unique health care organization with three primary roles: providing acute care services to North Bay and its surrounding communities, functioning as the district referral centre providing specialist services for smaller communities in the area, and it's the specialized mental health service provider serving all of northeast Ontario. At more than 400 beds, our state-of-the-art regional health centre has over 150 physicians, 2300 employees and 250 volunteers.

For more information about the NBRHC, visit www.nbrhc.on.ca

THE COMMUNITY

North Bay is located 3.5 hours north of Toronto, just north of the district of Muskoka, and 3.5 hours west of Ottawa. With a population of 54,000 and a catchment area of 180,000, it is a safe and welcoming community that offers a healthy and balanced environment for working, living and raising a family. North Bay is situated on the shores of two large lakes (Lake Nipissing and Trout Lake) and boasts beautiful scenery and four distinct seasons. Whatever your interests are, you will have access to numerous activities and amenities within minutes from your home—reclaim your work-life balance and join us!

To see more of beautiful North Bay and learn about our lifestyle, visit www.northbay.ca

NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.

The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.

North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.

We are an equal opportunity employer. We thank all applicants for their interest.