



Position Title: Purchasing Clerk
Position Status: Temporary Part Time
Rate of Pay: \$22.96 - \$24.37 hourly
Posting No.: 20-168
Posting Date: October 26, 2020
Deadline to Apply: November 2, 2020

About Us

Located in Simcoe, Ontario, Norfolk General Hospital provides exceptional healthcare to a municipality of approximately 69,000 people. Our area of focus provides a continuum of service throughout the life span of the people we serve including Emergency, Critical Care, Obstetrics, Pediatrics, Medicine, Surgery, and Complex Continuing Care. Employing approximately 550 highly skilled and dedicated employees, Norfolk General Hospital continues to be a full service 106-bed hospital with round the clock on-call coverage of Specialists in Surgery, Anesthesia, Internal Medicine, and Obstetrics, as well as on-site 24 hour per day medical coverage.

Simcoe is less than one hour away from most major centers, including Hamilton and London, and only 90 minutes from the Greater Toronto Area. Situated in Norfolk County (Ontario's South Coast), Simcoe is not far from Lake Erie and the 88 miles of shoreline that includes long stretches of sandy beach.

Education & Qualifications

- Two (2) year post-secondary diploma in Supply Chain Management, general business administration or equivalent;
- Minimum of two (2) years related experience in public purchasing administration.
- Proficient knowledge of MS Word and MS Excel using MS Windows platform;
- Experience with Meditech Materials Management, preferred;
- Experience with ordering medical equipment an asset;
- Maintains professional relationships with vendors and their representatives, hospital employees, and outside agents;
- Ability to work collaboratively within an interdisciplinary team;
- Ability to communicate effectively, both verbally and in writing, in a timely, responsive and courteous manner;
- Detail oriented and organized, with excellent follow-up skills;
- Ability to multi-task when situations warrant a change in priority to meet patient care and deadlines;
- Demonstrates initiative in order to anticipate the outcome of actions when following on administrative duties, example; following through on Rush orders for OR /Wards to satisfy patient requirements;
- Stays current and maintains knowledge of departmental policies, procedures and practices within the BPS Directives;
- Maintains confidentiality and release of information in accordance with hospital policies and procedures;
- Adherence to all health and safety policies, procedures and provisions and the recognition and reporting of unsafe hazards and work practices

Responsibilities

- Maintains confidentiality and release of information in accordance with hospital policy at all times.
- Obligation to review and commit to applicable departmental and hospital policies and procedures at all times.
- Acts as the first point of contact for procurement and contract services.
- Responsible for purchasing supplies, small equipment and services into Meditech Material Management system.
- Works collaboratively with the Manager, Purchasing and Stores.
- Monitoring inventory reorder points daily in conjunction with Stores personnel to maintain an adequate inventory.
- Perform other related administrative tasks as may be deemed necessary for the effective and efficient functioning of the department.

Hours of Work

Must be available for shifts Monday – Friday 8:00am – 4:00pm

How to Apply:

Interested applicants must submit a current cover letter and resume to the Human Resources Department by e-mailing nghhr@ngh.on.ca, referring to posting number above by 1600 hours on **November 2, 2020**.

In order to ensure equal opportunities during the recruitment and selection process, Norfolk General Hospital and Norfolk Hospital Nursing Home provides accommodations for applicants with disabilities, upon request.

Norfolk General Hospital and Norfolk Hospital Nursing Home thanks all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.