



**Manager, Purchasing and Materials Management (Full-Time)**

**Salary Range - \$ 76,062.09 - \$ 92,389.25**

**Posting # 22-138**

Reporting to the Vice President, Finance, the Manager of Purchasing and Materials Management oversees the processes around supply chain management for the hospital and the Norfolk Hospital Nursing Home and manages all of the operational aspects of the Purchasing and Stores departments.

**Duties & Responsibilities:**

1. Manage all Purchasing and Materials Management processes, and procedures ensuring adherence to Broader Public Sector Procurement Directives.
2. Oversee and guide the RFX processes to help achieve value from purchasing. Explore and seek out RFP and savings opportunities
3. Coordinate the management of Contracts.
4. Responsible for leading cross-functional teams and driving standardization, stability and sustainability of processes. This position will plan, organize and evaluate all activities within the teams.
5. Guide the purchase of all supplies, equipment and services for all departments.
6. Ensure maintenance of adequate inventory for varying departmental needs
7. Key stakeholder in new and on-going capital projects.
8. Develop, plan, and lead communication with construction project stakeholders; serve as the primary departmental liaison to foster positive stakeholder relationships and allocate timely resources across all departments.
9. Collaborate with IPAC and OHS to ensure all infection control and health and safety standards are incorporated into projects.
10. Monitor project work for compliance with established organizational processes and mandates.
11. Manage all operational aspects of the Purchasing and Stores departments.
12. Responsible for recruitment, retention, recognition and performance management of staff within the departments.
13. Assist in designing, implementing, and performing ongoing review of Purchasing and Stores services.
14. Support educational opportunities for staff for professional growth and development.
15. Ensure programs for quality, training, and competency for staff are in place in accordance with policies and regulatory directives.
16. Develop, implement and monitor departmental based goals and indicators in line with the Hospital's Strategic Plan. Collaborate to ensure quality management, education and information system initiatives are effectively implemented.
17. Assist in the preparation and monitoring of capital and expense/revenue budgets.
18. Facilitate a supportive, inclusive and collaborative team environment to create a positive and productive group.
19. Represent the department at Leadership Forum, LHIN teams and committees, Group Purchasing Organizations and other meetings as appropriate.
20. Promote and model open, respectful and clear communications within the Department and across all clinical program and services.
21. Ensure that self and others work in compliance with Hospital Policy, the Occupational Health and Safety Act and all other applicable legislation.
22. Maintain professional designation and technical knowledge.

**Position Qualifications:**

- Degree/Diploma in Business Administration or related field.
- Possess, or in pursuit of, the Supply Chain Management Professional (SCMP) designation.
- Minimum of 5 years purchasing management experience – health care, or broader public sector, experience preferred.
- Demonstrated effective analytical, strategic and decision-making abilities.
- Demonstrated skill and commitment to working cooperatively and collaboratively with your team, colleagues, and suppliers.
- Proficient with Computers and experienced with MS Office (e.g. Outlook, Word, Excel)
- Excellent business management/development, planning, organizing and negotiation skills.

- Effective interpersonal skills and conflict resolution abilities.

### **How to Apply**

Interested applicants must submit a cover letter and updated resume referring to posting number to the Human Resources Department at [nghhr@ngh.on.ca](mailto:nghhr@ngh.on.ca).

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

Norfolk General Hospital and West Haldimand General Hospital thank all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.

### **About Us**

Located in Simcoe, Ontario, **Norfolk General Hospital** provides exceptional healthcare to a municipality of approximately 64,000 people. Our area of focus provides a continuum of service throughout the life span of the people we serve including Emergency, Critical Care, Obstetrics, Medicine, Surgery, and Complex Continuing Care. Employing approximately 550 highly skilled and dedicated employees, Norfolk General Hospital is a full service, 106-bed hospital with 24/7 on-call coverage of Specialists in Surgery, Anesthesia, Internal Medicine, and Obstetrics as well as on-site 24-hour per day medical coverage.

The **Norfolk Hospital Nursing Home** is an 80 bed, publicly owned, non-profit facility opened in 1975. A member of the OANHSS, NHHH is fully accredited by Accreditation Canada and operated under the direction of a 10-member community Board of Trustees.

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.

The **West Haldimand General Hospital** is a rural community hospital in the town of Hagersville, southwestern Ontario, which provides basic hospital and health care services to the people of Hagersville, Caledonia, Jarvis, Townsend, Cayuga, Fisherville, Selkirk, Nanticoke, the Six Nations of the Grand River Reserve and the Mississaugas the New Credit First Nation Reserve. West Haldimand has a 23 bed acute care Inpatient Unit, 24/7 Emergency Department, Ambulatory clinics and provides perioperative services for same-day surgical patients.

Hagersville is less than one hour away from most major centers, including Hamilton and Brantford, and only 90 minutes from the Greater Toronto Area.