

Full Time Purchasing and Capital Coordinator

Position posting number: 240576

Posting date: May 1, 2024

Rate of Pay: Reference Non-Union

Schedule: Full Time Assignment

Location: Walkerton

South Bruce Grey Health Centre is currently accepting applications for a Full Time Purchasing and Capital Coordinator to join our team.

POSITION SUMMARY

Reporting to the Manager of Finance and Purchasing Operations, the Purchasing and Capital Coordinator will work alongside purchasing and finance staff, and clinical managers and staff to support the procurement of supplies and capital equipment at South Bruce Grey Health Centre. Responsibilities may include, but are not limited to, maintaining databases for contracts and capital assets, coordinating contract commitments, assisting managers through the capital asset purchasing process, and working closely with vendors.

POSITION QUALIFICATIONS & PREREQUISITES:

- A post-secondary education in Supply Chain, Finance, Accounting, or Business.
- 1-3 years of work experience in hospital finance, or material management department preferred.
- Working towards a Chartered Professional Accountant (CPA) designation or Supply Chain Management Professional (SCMP) designation considered an asset.
- Thorough understanding of Generally Accepted Accounting Principles (GAAP) considered an asset.
- Knowledge of the Canadian Institute for Health Information (CIHI) MIS Guidelines and Ontario Health Reporting Standards (OHRs) considered an asset.
- Thorough understanding of the Broader Public Sector Procurement Directive considered an asset.
- Advanced technical skills in MS Office, particularly Excel, with the ability to create advanced logical, look up and reference formulas, tables, pivot tables, charts and graphs.
- Knowledge and understanding of contract management and procurement best practices.
- Excellent written and verbal communication skills.
- Ability to develop and maintain effective working relationships with internal and external stakeholders.
- Ability to effectively collaborate with other team members.
- Detail-oriented and focused on accuracy.
- Ability to exercise sound professional judgement and problem-solving skills.
- Self-motivated and able to work independently.
- Ability to multi-task and manage workload to meet deadlines in a fast-paced environment.
- Effective time management skills.
- Focus on quality improvement and efficiency.
- Adherence to SBGHC's Core values, policies and procedures, Occupational Health & Safety and Infection Control practices and principles.
- Advocates and supports SBGHC's culture of patient safety.

To be considered for this position please submit resumes to Human Resources by email to postings@sbghc.on.ca clearly indicating the posting number noted above.

Note: As a condition of employment, you are required to submit proof of COVID-19 vaccination to the Hospital's Occupational Health and Safety department. Successful candidates will be required to submit proof of COVID-19 vaccination (two doses of the COVID-19 vaccine (primary series, boosters and/or XBB) OR one dose of XBB vaccine at least 14 days prior to start date) from the Ontario Ministry of Health website or other authorized source directly to the Occupational Health and Safety department. In the event that you are unable to be vaccinated as a result of a ground protected under the Human Rights Code, you may submit a written explanation of the ground and any supporting documentation to determine if you are exempt from this requirement to the recruitment team.



SOUTH BRUCE GREY
HEALTH CENTRE
CHESLEY | DURHAM | KINCARDINE | WALKERTON

SBGHC is an equal opportunity employer. We thank all applicants, however, only those selected for an interview will be contacted. SBGHC will provide reasonable accommodation in compliance with AODA when notified by a candidate that accommodation due to a disability is required for the interview process.