



Shared Support Services
Southeastern Ontario
1471 John Counter Blvd. Suite 402
Kingston, Ontario K7M 8S8

Job Posting
Regional Contract/Procurement Specialist
3SO Head Office, Kingston/Remote, as determined by Employer
Full-time Position

Shared Support Services Southeastern Ontario (3SO) is a not-for-profit organization with a mandate to provide supply chain services to member healthcare organizations through innovative, leading practices and systems that enable customers to direct savings into patient care.

Position Summary:

Under the direction of the Director Procurement and Innovation, will work as part of the Procurement team, responsible for:

- regional and corporate hospital specific contract management efforts through the development of strategic sourcing contracts, for capital / non capital services and supplies
- facilitation of regional and corporate specific competitive initiatives
- building and maintaining productive and mutually beneficial relationships with strategic suppliers to ensure most effective sources of supply and services
- compiling, facilitating evaluation processes and negotiations on behalf of equity member hospitals utilizing proven negotiation tools and processes
- reviewing and interpreting supplier contract terms and conditions and maintaining an up-to-date understanding of evolving client needs, industry trends and procurement best practices and processes.

The work location for this position has been designated as either 3SO head office, or an appropriate secure remote location provided by the employee. The employer retains the discretion to assign the location of work.

Qualifications:

- University degree from a recognized institution
- Strong interpersonal and communication skills
- Certification in procurement or supply chain or willingness to complete
- 3-5 years relevant work experience preferably multi-site organization or broader public sector organization
- Ability to lead cross function teams
- SAP experience in a material management module an asset
- Proficient computer skills with advanced MS Office applications.
- Demonstrated experience in managing complex negotiations with suppliers
- Occasional travel will be required.

Satisfactory Criminal Reference Check is required.

Candidates who are interested in working in a team based environment where individuals are valued and respected and enjoy competitive salaries and benefits, are encouraged to apply to Maryanne.takala@3so.ca by March 12, 2021.

We receive many applications and thank everyone for their interest in 3SO. Due to the volume of applications we are able to contact only those under consideration.

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