Coordinator, Purchasing Warehouse and Distribution (Materials Management)

Join the HSN team and embark on our organizational excellence journey!

Posting #: 16-0670E  
Number of positions: 1 Full-Time  
Location: Sudbury, Ontario

We are seeking an individual with hospital supply chain experience, inclusive of a leadership role coordinating internal stores and stockless inventory systems and an advanced working knowledge of key hospital medical and surgical supplies. The individual must have a solid working knowledge of hospital sourcing networks as well as experience working in a complex Materials Management Information System (MMIS).

To be successful in the role, it is essential to have an ability to work collaboratively within the Materials Management team, other areas of HSN and with many external providers. In addition, the individual will prioritize and resolve daily concerns to ensure the uninterrupted flow of supplies. An innovative approach to problem solving and a commitment to continuous improvement including areas beyond your specific zone of control is essential.

Please see the full job posting and application details below.
NON-UNION MANAGEMENT

Posting #: 16-0670E
Position: COORDINATOR, MATERIALS MANAGEMENT
Status: REGULAR FULL-TIME
Department/Service: PURCHASING, WAREHOUSING AND DISTRIBUTION
Site: RAMSEY LAKE HEALTH CENTRE

PURPOSE:
Supervise the daily operation and administration of the distribution of medical/surgical inventory supplies at HSN. Ensure an uninterrupted flow of products by processing daily inventory orders, managing supplier back-orders and working with end-users on acquiring substitutes.

REPORTING:
Under the general direction of the Director, Materials Management.

DUTIES:
1. Coordinate the daily ordering of medical/surgical supplies in inventory.
2. Manage stock replenishment cycles, inventory par levels, stockless deliveries and review, and respond daily to vendor back orders and/or product substitutes.
3. Track and communicate daily with vendors regarding over shipments, under shipments and/or lost product.
4. Coordinate the daily 'stockless' or 'just-in-time' delivery of supplies through a third party provider as well as managing on site secondary inventories maintained in the HSN stores.
5. Manage on-site stores including making efficient and effective use of limited space and providing direction to staff in the put-away, picking, packing, shipping and receiving of goods.
6. Identify problems and deficiencies in the delivery of optimal service and facilitate a multi-disciplinary approach to the formulation of solutions.
7. Review daily, weekly and monthly reports and on inventory purchases and billings to ensure the accuracy and appropriateness of payments.
8. Investigate and implement financial and operational change with the goal of reducing the overall cost of doing business in a safe and effective manner.
9. Liaise with Directors, Managers, Supervisors and front-line staff to ensure availability of stock to user areas.
10. Review and revise policies and procedures that will ensure excellent delivery of service and ensure administrative policies and procedures are followed.
11. Provide policy and process support to management and staff surrounding the acquisition and distribution of medical-surgical supplies.
12. Provide ongoing support to Clients in maintaining and understanding established policy and processes to achieve adequate service levels within program changes and/or unexpected supply demands.
13. Determine and align program improvement projects with HSN True North; monitor and adjust to achieve goal outcomes.
14. Participate in the accreditation process and work to ensure that the program and HSN achieve, maintain and continually improve upon their accredited status.
15. Teach, coach and lead staff in the development and monitoring of quality indicators and improvement initiatives.
16. Engage in and foster professional development of all staff and provide opportunities for learning within budgeted resources.
17. Collaborate with internal and external stakeholders/organizations/community groups to achieve program objectives, integrate and link services and foster partnerships across the continuum of service delivery.
18. Participate in education and training specific to current, relevant federal and provincial health and safety legislation, standards and guidelines.
19. Represent the department or program on various committees and in meetings.
20. Perform other duties as required.
QUALIFICATIONS

EDUCATION AND TRAINING:
1. Minimum of a two (2) year diploma in Business Administration or related field from an accredited community college.
2. Successful completion of Transportation of Dangerous Goods training is preferred.
3. Ministry of Labour "Worker Health and Safety Awareness in 4 Steps" training certificate is required.

EXPERIENCE:
1. Minimum of five (5) years’ experience coordinating inventory, preferably in a hospital setting.
2. Preference will be given to those who have worked in a leadership role, directing work in a health care setting.

KNOWLEDGE/SKILLS/ABILITIES:
1. Demonstrated ability to coach, advise and teach others using the principles of adult learning.
2. Demonstrated training, experience or utilization of lean methodology for process improvement.
3. Demonstrated ability to independently identify issues, plan and continue improvements, and measure success.
4. Demonstrated working knowledge of regulatory requirements for infection control, environmental waste management, food handling, Occupational Health and Safety, and WSIB legislation.
5. Demonstrated ability to monitor, maintain and control a complex inventory.
6. Ability to multi-task in a busy environment and deal with deadlines and interruptions.
7. Working knowledge of hospital, medical, and surgical supplies.
8. Demonstrated ability to develop, monitor, administer and report on budgets.
9. Knowledge of relevant legislation and principles of management, hospital committee structure, conflict management and resolution, system needs analysis and organizational assessment.
10. Demonstrated excellent computer skills with proficiency in Microsoft Office software, e.g. Word, Excel, Power Point, Outlook and material management information systems.
11. Demonstrated superior interpersonal and communication skills, both written and verbal.
12. Ability to use tact and discretion in dealing with health care providers and employees.

PERSONAL SUITABILITY:
1. Demonstrated commitment to ongoing professional development.
2. Demonstrated professionalism in dealing with confidential and sensitive issues.
3. Demonstrated positive work record and good attendance record.
4. Ability to meet the physical and sensory demands of the job.
5. Ability to travel between local sites.

SELECTION PROCESS:
Candidates will be selected for this position on the basis of their skill, ability, experience and qualifications as identified in the resume or completed Application Form submitted.

Shift: As Assigned
French Language Service Designation: Bilingualism is an Asset
Salary: $68,835……………………………………..$86,053 / annum

N.B. Applications for this position must be submitted to the Human Resources Department before 1600 hours on September 14, 2016.

HSN THANKS ALL APPLICANTS. ONLY THOSE SELECTED FOR INTERVIEWS WILL BE CONTACTED. WE WILL NOT ACCEPT APPLICATIONS AFTER THE CLOSING DATE AND TIME.